

FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1346539-0

Total Deleted Page(s) = 51

Page 6 ~ Referral/Direct;
Page 7 ~ Referral/Direct;
Page 8 ~ Referral/Direct;
Page 9 ~ Referral/Direct;
Page 18 ~ Referral/Direct;
Page 19 ~ Referral/Direct;
Page 20 ~ Referral/Direct;
Page 21 ~ Referral/Direct;
Page 33 ~ Referral/Direct;
Page 34 ~ Referral/Direct;
Page 35 ~ Referral/Direct;
Page 37 ~ b7E;
Page 38 ~ b7E;
Page 39 ~ b7E;
Page 40 ~ b7E;
Page 41 ~ b7E;
Page 42 ~ b7E;
Page 43 ~ b7E;
Page 44 ~ b7E;
Page 45 ~ b7E;
Page 46 ~ b7E;
Page 49 ~ Referral/Direct;
Page 52 ~ Referral/Direct;
Page 76 ~ Referral/Direct;
Page 78 ~ Referral/Direct;
Page 79 ~ Referral/Direct;
Page 80 ~ Referral/Direct;
Page 81 ~ Referral/Direct;
Page 112 ~ Referral/Direct;
Page 138 ~ Referral/Direct;
Page 145 ~ Referral/Direct;
Page 146 ~ Referral/Direct;
Page 148 ~ Referral/Direct;
Page 149 ~ Referral/Direct;
Page 150 ~ Referral/Direct;
Page 151 ~ Referral/Direct;
Page 152 ~ Referral/Direct;
Page 153 ~ Referral/Direct;
Page 165 ~ Referral/Direct;
Page 166 ~ Referral/Direct;
Page 173 ~ Referral/Direct;
Page 179 ~ b7E;
Page 180 ~ b7E;
Page 181 ~ b7E;
Page 182 ~ b7E;
Page 183 ~ b7E;
Page 184 ~ Referral/Direct;
Page 197 ~ Referral/Direct;

Page 198 ~ Referral/Direct;
Page 203 ~ Referral/Direct;
Page 206 ~ Referral/Direct;

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X Deleted Page(s) X
X No Duplication Fee X
X For this Page X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

CONFIDENTIAL

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-14-2011

Date: February 5, 1968

To: Chief, Washington Complex Division
Defense Communications Agency
8th & South Courthouse Road
Arlington, Virginia 20305

Attention: 320.5

From: John Edgar Hoover, Director

Subject: INTERAGENCY COMMUNICATIONS SYSTEM (ICS)
FBI EMERGENCY OPERATING FACILITY

Bureau War Plans

Pursuant to discussions with [redacted] and Mr. John J. McDermott, of your agency, we are enclosing an overlay drawing of our emergency relocation site communications center. This drawing is furnished to obtain from your agency authorization to [redacted]

[redacted] This [redacted] Also [redacted] enclosed is a drawing of the [redacted]

b6
b7C
b7E

We would appreciate a prompt review of these drawings and your authorization to make the installation as shown.

715136

MAILED on this matter, Communications Manager [redacted] may be contacted on Government Dial Code 175, extension 343. Your formal approval by letter would be appreciated.

COMM-FBI

Enc. (2)

For further discussion of technical details

EX-103

b6
b7C

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

1 - Mr. Baker (sent direct)
1 - [redacted] (sent direct)
1 - [redacted] (sent direct)

ACF:csa csa
(7)

NOTE: See Page 2

GROUP 1
Excluded from automatic 1
downgrading and
b7E declassification

FEB 6 1968

b6
b7C

CONFIDENTIAL

MAIL ROOM ☐ TELETYPE UNIT ☐

NOTE:

~~CONFIDENTIAL~~

The Bureau's communications center in []
[] was designed by Defense Communications
Agency to provide us with ICS communications facilities
furnished by the U. S. Army Interagency Communications
Agency. Accordingly, changes in the equipment located
within the space is controlled by DCA insofar as it may
affect the security of ICS communications facilities.
They, therefore, reserve the right to approve any changes
or modifications within the space. We desire to install a
cryptoteletype circuit connecting []
relocation site with [] for emergency
use the same as is now in effect for normal use between
[]

b7E

Classified "~~Confidential~~" in line with previous
correspondence concerning this general matter.

~~CONFIDENTIAL~~

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-15-2011 BY 60324 uc baw/sab/clb

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. Casper

DATE: January 31, 1968

FROM : [redacted]
Bureau War Plans Emergency Headquarters

SUBJECT: BUPLANS For S.O.G.
SHELTER MANAGEMENT INSTRUCTION PROGRAM
[redacted]

The writer is in receipt of [redacted] Bulletin 3050 dated 25 January 1968, instructing that managers of all assigned shelters [redacted] attend a school scheduled from February 5 - February 10. [redacted] lists [redacted] as a shelter (restricted), although [redacted] recognizes that [redacted] is the Bureau's relocation site and that the public would not have access to [redacted] Major [redacted] in the office of Assistant Chief of Staff, Plans and Operations, inquired today if [redacted] would have a representative at the school and I replied in the negative, pointing out that the Bureau has formulated plans for [redacted] use and that we have been working on these plans for many years.

It is noted that the curriculum of this school contains nothing that the Bureau has not planned and practiced many years ago. Major [redacted] after a short discussion, stated that he wished that the [redacted] would give as much thought and study to the problem as was evident at [redacted] and that he could understand why attendance at this school would be of no benefit to the Bureau. I am enclosing [redacted] Bulletin 3050 and the schedule of classes to begin Monday, 5 February 1968.

ACTION:

None . . . Informative: 102

Enclosure

1 - W. C. Sullivan

Attention: [redacted]

HLS:les

(4)

ENCLOSURE

66 FEB 15 1968

REG-74

66-17381-3220

16 FEB 7 1968

b7E

b6
b7C
b7E

b7E

b6
b7C

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. Callahan *UPC*

FROM : J. P. Dunphy *of Buplan's - Emergency Headquarters for S.O.*

SUBJECT: KEY RELOCATEES
MR. MOHR'S OFFICE AND
ADMINISTRATIVE DIVISION

DATE: 2/6/68

Re my memorandum 2/3/66.

Attached is a revised key relocatee list for Mr. Mohr's Office and Administrative Division. This list revised to show current address and telephone number for key relocatees [redacted] and [redacted]

b6
b7C

RECOMMENDATION:

For information.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-15-2011 BY 60324 uc baw/sab/clb

Enclosure

- 1 - Mr. Mohr (Enclosure)
1 - Mr. Casper (Enclosure)
1 - [redacted] (Enclosure)

EX-110

REC-71

66-17381- 3222

b6
b7C

JPD:ko
(5)

FEB 13 1968

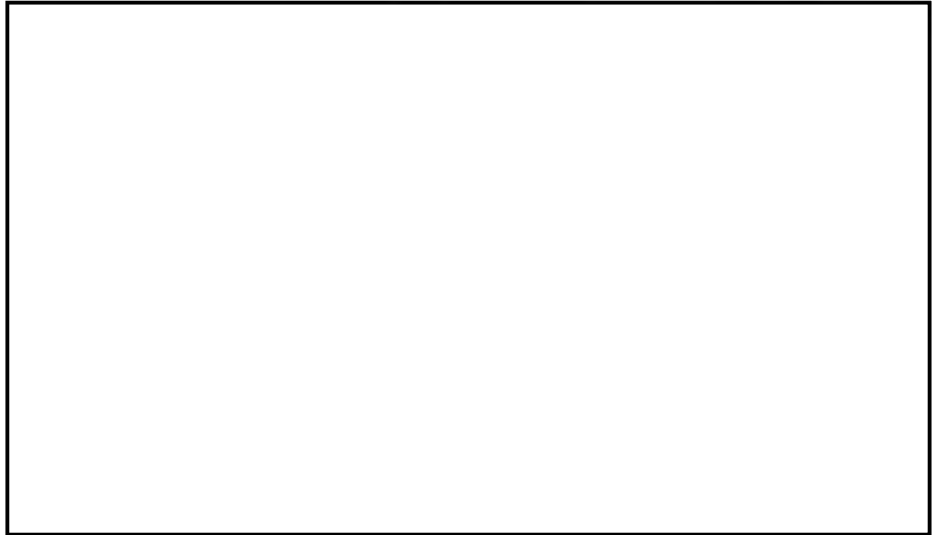
59 FEB 23 1968

KEY RELOCATEES
MR. MOHR'S OFFICE AND
ADMINISTRATIVE DIVISION

MR. MOHR'S OFFICE

J. P. Mohr

W. S. Hyde



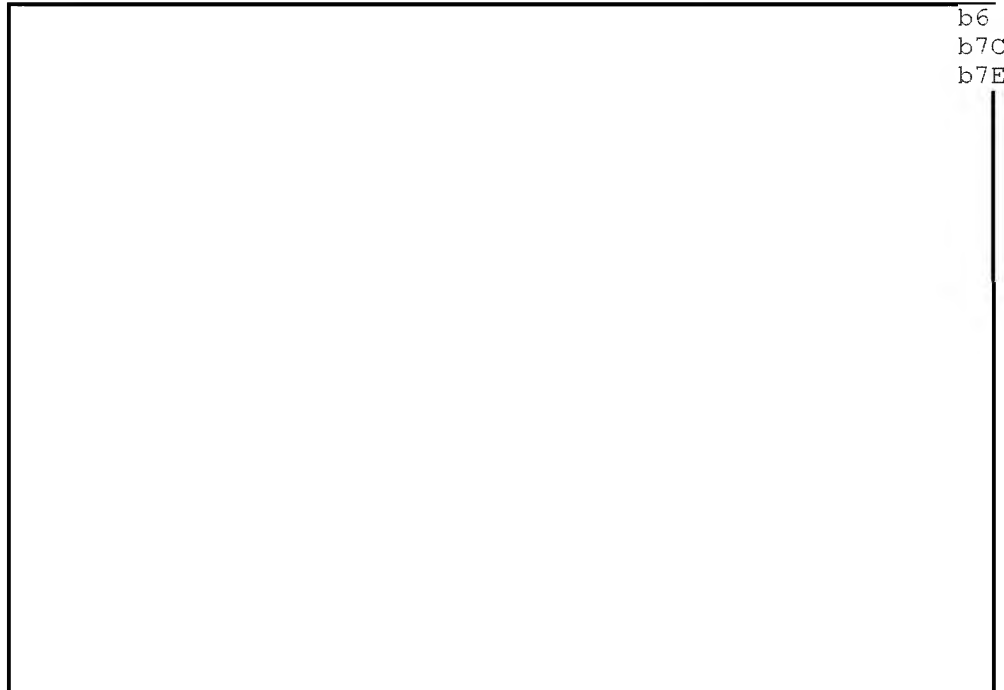
ADMINISTRATIVE DIVISION



James B. Adams

C. Q. Smith

Maurice F. Row



b6
b7C
b7E

66-17381-3222 CONTINUED - OVER
ENCLOSURE

KEY RELOCATEES
MR. MOHR'S OFFICE AND
ADMINISTRATIVE DIVISION



b6
b7C
b7E

Mr. W. C. Sullivan

March 18, 1968

G. G. Moore

RABBLE ROUSER INDEX

Buplans *AUXILIARY space FOR S.O.G.*

To recommend that a duplicate of the Rabble Rouser Index be maintained at [REDACTED].

The Rabble Rouser Index is maintained in Room 836, 9th and D Building. In connection with the Bureau's Defense Plans, it is recommended that a duplicate of this Index be maintained at the Bureau's relocation site at [REDACTED] to be filed alphabetically.

RECOMMENDATION:

That approval be granted to file a duplicate of the Rabble Rouser Index at [REDACTED] to be handled in the same manner as the duplicate Security Index is now handled. No manual changes are necessary. Defense Plans changes will be handled separately.

CEG:bff
(8)

① - 66-17381 (Vital Records at Relocation Site)

- 1 - Mr. Sullivan
- 1 - Mr. Casper
- 1 - [REDACTED]
- 1 - SAC [REDACTED]
- 1 - Mr. G. C. Moore
- 1 - Mr. Trainor

Key

66-17381-
NOT RECORDED
176 MAR 29 1968

57 APR 9 - 1968

157-7782-256
b7E
MAILED IN

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. C. D. Brennan

1 - Mr. Herington
4 - Mr. Rosack

DATE: March 26, 1968

FROM : T. P. Rosack

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-15-2011 BY 60324 uc baw/sab/clg

SUBJECT: DEFENSE PLANS
(RELOCATION OF PERSONNEL)

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Reference is made to previous memoranda setting forth the list of relocatees by room number who are to be notified during regular working hours immediately upon receipt of a "Yellow Alert," et cetera. We have no alternates listed.

There is set forth by room number the listing of the relocatees and their blood types, where known.

Special Agents

Stenographers

Clerks

Room 902, Ext. 2471

Wells, B. A. (B-Pos.)(Cpt.)
Czarnecki, S.S. (O-Pos.)(Lt.)

Room 904, Ext. 375

(Cpt.)
Shaw, W.G. (A-Pos.)(Lt.)

(A-Pos.)

Room 906, Ext. 2251

Rozamus, M. J. (A-Pos.)(Cpt.)
(Lt.)

(A-Pos.)

Room 918, Ext. 816

Glascock, J. H. (O-Pos.)(Cpt.)
Rosack, T. P. (O-Pos.)(Lt.)

LM/1m
(6)

REC-74

CONTINUED - OVER

EX-105

64-17381-3234
11 MAR 28 1968

File

55 APR 2 1968

Memo to Mr. C. D. Brennan
RE: DEFENSE PLANS
(RELOCATION OF PERSONNEL)

Special Agents

Stenographers

Clerks

Rooms 910 and 912, Ext. 2463

Floyd, W. H. (AB-Pos.) (Cpt.)
Horner, R. H. (A-Pos.) (Lt.)

Room 922, Ext. 702

Jackson, J. A. (A-Pos.) (Cpt.)
Grigalus, E. P. (A-Pos.) (Lt.)

Room 930, Ext. 475

Brennan, C. D. (A-Pos.)
(Cpt.)
Herington, J. E. (B-Pos.)
(Lt.)

b6
b7C

Room 932, Ext. 685

Thompson, C. W. (O-Pos.)
(Cpt.)

(Lt.)

JH

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan *WCS/197*

DATE: 3/22/68

FROM : D. J. Brennan, Jr. *HJB*

SUBJECT: BUPLANS AUXILIARY SPACE FOR S.O.G.
RELOCATION OF THE ATTORNEY GENERAL *DJW*

DeLoach ☒
Mohr ☒
Bishop ☒
Casper ☒
Callahan ☒
Conrad ☒
Felt ☒
Gale ☒
Rosen ☒
Sullivan ☒
Tavel ☒
Trotter ☒
Tele. Room ☒
Holmes ☒
Gandy ☒

Bureau emergency planning provides for assistance to the Attorney General in the event of a national emergency. Personnel at the Seat of Government and the Washington Field Office (WFO) will assist him to relocate, if necessary, and will render assistance to members of his immediate family, if such assistance is requested. Personnel changes relating to this assignment are being recommended.

A survey has indicated that Bureau Supervisors William E. Clark and Lloyd L. Davidson, Administrative Division, and Special Agents [redacted] and [redacted] [redacted] WFO, reside in [redacted] in the vicinity of the Attorney General and are in the best position to assist him. They are, therefore, being designated to render assistance to him during nonduty hours, replacing personnel previously assigned.

ACTION:

Attached for approval is a letter informing WFO of the new assignments. Buplans Unit will brief Seat of Government personnel, and furnish them maps and instructions to assist them in carrying out this assignment.

Enclosure *Int 3/25/68*

WPD:hc
(12) *hc*

EX-110

REC-52

66-17381-3235 *bad*
MAR 28 1968

1-Mr. DeLoach
1-Mr. Callahan (J. P. Dunphy)
1-C. Q. Smith
1-R. G. Hunsinger
1-W. E. Clark
1-L. L. Davidson
1-P. J. Bannon
1-J. I. Cavanaugh
1-Mr. Sullivan
1-Liaison
1 [redacted]

54 APR 2 1968

UNITED STATES GOVERNMENT

Memorandum ROUTE IN ENVELOPE

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. W. C. Sullivan

DATE: April 4, 1968

FROM : R. D. Cotter

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-15-2011 BY 60324 uc baw/sab/clb

SUBJECT: BUPLANS

VITAL RECORDS TO [REDACTED]
EMERGENCY HEADQUARTERS FOR SOC

Microfilming of assignment cards for Domestic Intelligence Division has been handled by [REDACTED] of the Nationalities Intelligence Section in the past. [REDACTED] has been reassigned to duties in Division Mail Room and in the future [REDACTED] of this Section will handle this with [REDACTED] and [REDACTED] of the Research Satellite Section as alternates. [REDACTED] will have the microfilm developed and arrange to have it sent to [REDACTED] for storage each month.

ACTION:

For information.

- 1 - Mr. Sullivan
- 1 - Mr. Branigan
- 1 - Mr. C. D. Brennan
- 1 - Mr. Cotter
- 1 - Mr. G. C. Moore
- 1 - Mr. Wannall
- 1 - Mr. R. W. Smith

RDC/mea
(10)

REC-100

66-17381-3237

APR 5 1968

98 APR 12 1968

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 03-15-2011 BY 60324 uc baw/sab/clc

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. W. C. Sullivan

DATE: May 1, 1968

FROM : C. D. Brennan

1 - Mr. C. D. Brennan
1 - SAC, [redacted]
1 - Mr. R. C. Putnam
1 - Mr. Enlow

SUBJECT: MAINTENANCE OF CANCELLED SECURITY
INDEX CARDS AT [redacted]

b7E

Under Vital Records Program a duplicate set of the master Security Index cards is maintained at [redacted] relocation site. Additions, cancellations and changes of the Security Index are made on a continuing basis to keep the Index in a current status. Under our current procedures, when a Security Index card is changed, the old card is then destroyed; when an individual is removed from the Security Index, the card is cancelled and is retained at the Bureau for a period of 3 years filed alphabetically by year. The cards at [redacted] have been maintained on an indefinite basis. We now have 25,000 cancelled Security Index cards stored at [redacted]. These cards are retained to serve as a ready list of individuals who do not meet the criteria for the Security Index at this time; however, because of previous activities, they could represent a potential danger to the internal security of the U. S. in time of an emergency.

In line with our continuing analysis to streamline our procedures, it is recommended that the cancelled Security Index cards over 5 years old maintained at [redacted] be destroyed and hereafter be maintained for the period of 5 years filed alphabetically by year.

OBSERVATIONS:

The destruction of these cancelled cards will release 4 file drawers of vitally needed storage space. During this 5-year period if a subject's activities would warrant, he would be placed back on the Security Index or Reserve Index. It is believed that this period of time is sufficient to determine if an individual's activities would warrant reconsideration for inclusion on the Security Index. This will serve as a backup for a ready list of individuals who could be potentially dangerous in time of emergency.

RECOMMENDATIONS:

1) That the cancelled Security Index cards over 5 years old maintained at [redacted] be destroyed and hereafter be maintained for a period of 5 years filed alphabetically by year.

2) If approved, this memorandum be forwarded to SAC, [redacted] for appropriate handling.

DPE:jal

(7)
EX-105

MAY 17 1968

EX-105

MAY 10 1968

b7E

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-15-2011 BY 60324 uc baw/sab/clb

1 - Mr. DeLoach
1 - Mr. Mohr

RA
Mr. Leo M. Pellerzi
Assistant Attorney General for Administration

June 11, 1968

Director, FBI

1 - Mr. Callahan
1 - Mr. Tavel
1 - Mr. Sullivan
1 - Liaison
1 -

b6
b7C

REC-105 66-17381-3256
VITAL RECORDS PROTECTION STATUS REPORT

Attached are two copies each of General Services Administration Vital Records Protection Status Report forms 2034 and 2035 relative to our vital records.

of your office asked that these forms be referred to him as he will coordinate the forms for all segments of the Department of Justice.

b6
b7C

Enclosures (4)

WPD:slh
(10)

2 ENCLOSURE

MAILED 7
JUN 11 1968

COMM-FBI

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

62 JUN 18 1968

MAIL ROOM TELETYPE UNIT ☐

~~SECRET~~

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 08-23-2011 BY 60324 uc baw/sab/clb

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

VITAL RECORDS PROTECTION STATUS REPORT
(PART I - EMERGENCY OPERATING RECORDS)

1. PROGRAM STATUS AS OF (Month, day, year)

June 30, 1968

INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report shall be prepared for bureau level or above and shall incorporate subordinate unit program reports before being submitted to GSA. Use plain bond paper to complete any report items.

TO: General Services Administration
National Archives and Records Service
Office of Federal Records Centers
Washington, D.C. 20408

2. DEPARTMENT OR AGENCY

Department of Justice

3. BUREAU OR SERVICE

Federal Bureau of Investigation

4. REPORT COVERS

☐ a. TOTAL ORGANIZATION ☐ b. OTHER (Specify)

5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)

9th and Pennsylvania Ave., N. W., Washington, D. C. 20535

6. OVER-ALL PROGRAM STATUS

OBJECTIVES	CHECK ONE	
	COMPLETE	INCOMPLETE
	(1)	(2)
a. PLANS FOR PRESERVING EMERGENCY OPERATING RECORDS	X	
b. EMERGENCY ORGANIZATIONAL AND MANNING RECORDS (READINESS) PRELOCATED	X	
c. EMERGENCY SUBSTANTIVE AND PROCEDURAL RECORDS (OPERATING) PRELOCATED	X	
d. RECORDS NOT PRELOCATED MARKED FOR EMERGENCY MOVEMENT	X	
e. EQUIPMENT NEEDED FOR USE OF PRELOCATED RECORDS PROVIDED	X	

7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS

COMPLETE NO.

INCOMPLETE NO.

8. PERCENT OF OVER-ALL PROGRAM COMPLETED AND MAINTAINED CURRENT

PERCENT

100%

9. MAJOR LOCATION(S) OF PROTECTED RECORDS

(YES OR NO)

UNITS OF ORIGIN	ADDRESSES	SPACE PROTECTED	IN, OR ACCESSIBLE TO, EMERGENCY OPERATING FACILITY	RECORDS IN USABLE FORM	RECORDS COMPLETE
FBI	Classified Relocation Site	yes	yes	yes	yes

10. PROGRAM REVIEWED

☐ a. ANNUALLY ☒ b. SEMIANNUALLY ☐ c. OTHER (Specify)

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

ENCLOSURE

~~SECRET~~

~~SECRET~~

13.

DESCRIPTION OF RECORDS AND LOCATION(S)

LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS

RECORDING MEDIUM (Paper, microfilm, punch-cards, etc.)

Fingerprint records (limited number)
Training material
Policy and Operations Manuals
Government Travel Requests
Civil Service Commission personnel instructions
Salary tables
Communications operating instructions (provided by
Office of Emergency Planning and Interagency Communica-
tions System
Censorship
Federal Bureau of Investigation programs
Intelligence Albums and Summaries
Key Facilities List
Indexes relating to programs
Handwriting specimens - limited
Emergency Plans
Emergency Procedures - Department of Justice
Essential Interdepartmental Intelligence Conference
Records
Presidential Emergency Action Documents
Office of Emergency Planning Emergency Preparedness
Documents
General Services Administration Emergency Documents
Radio Frequency Data
Cryptanalysis materials
Materials for limited Laboratory examinations

microfilm
paper
paper
paper
paper
paper
paper
paper
paper & microfilm
paper
paper
paper
paper
paper
microfilm
paper
paper
paper
paper
paper
paper

b6

b7C

14.

REPORTED BY (Official responsible for Vital Records Program)

SIGNATURE

NAME AND TITLE (Please print)

Defense Plans Coordinator

ORGANIZATIONAL UNIT

Federal Bureau of Investigation

TELEPHONE NO. (Or code) AND EXT.

175 ext. 2382

DO 68.13015

GSA FORM APR 68 2034 BACK

~~SECRET~~

~~SECRET~~

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 08-23-2011 BY 60324 uc baw/sab/clb

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
VITAL RECORDS PROTECTION STATUS REPORT
(PART II - RIGHTS AND INTERESTS RECORDS)

1. PROGRAM STATUS AS OF (Month, day, year)

June 30, 1968

INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report is to be filled-out for the same reporting element for which GSA Form 2034, dealing with emergency operating records, was completed.

TO: General Services Administration
National Archives and Records Service
Office of Federal Records Centers
Washington, D.C. 20408

2. DEPARTMENT OR AGENCY
Department of Justice

3. BUREAU OR SERVICE
Federal Bureau of Investigation

4. REPORT COVERS

☐ a. TOTAL ORGANIZATION ☐ b. OTHER (Specify)

5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)

9th and Pennsylvania Ave., N. W., Washington, D. C. 20535

6. OVER-ALL PROGRAM STATUS

OBJECTIVES		CHECK ONE	
		COMPLETE (1)	INCOMPLETE (2)
a. PLANS FOR PRESERVING RIGHTS AND INTERESTS RECORDS		X	
b. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY EMPLOYEES PRESERVED		X	
c. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF PUBLIC (CITIZENRY) PRESERVED		N/A	
d. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY PRESERVED		X	
7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS	COMPLETE NO.	INCOMPLETE NO.	8. PERCENT OF OVER-ALL PROGRAM COMPLETED AND MAINTAINED CURRENT PERCENT
			100%

9. MAJOR LOCATION(S) OF RECORDS DEPOSITORIES		(YES OR NO)	
UNIT OF ORIGIN	ADDRESSES	SPACE PROTECTED	RECORDS COMPLETE
FBI	Classified Relocation Site	yes	yes

10. PROGRAM REVIEWED

☐ a. ANNUALLY ☒ b. SEMIANNUALLY ☐ c. OTHER (Specify)

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

~~SECRET~~

~~SECRET~~

13.

DESCRIPTION OF RECORDS AT LOCATION(S)

LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS

RECORDING MEDIUM (Paper, microfilm, punch-cards, etc.)

Insurance
Payroll
Retirement
Annual Leave

paper
paper
microfilm
paper

14.

REPORTED BY (Official responsible for Vital Records Program)

SIGNATURE

Defense Plans Coordinator

ORGANIZATIONAL UNIT

Federal Bureau of Investigation

TELEPHONE NO. (Or, code) AND EXT.

175 ext. 2382

68-130 f6

~~SECRET~~

GSA FORM APR 68 2035 BACK

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. W. C. Sullivan

DATE: 6/10/68

FROM : D. J. Brennan, Jr.

SUBJECT: BUPLANS
VITAL RECORDS

Emergency Headquarters For S.O.G.

General Services Administration (GSA) has asked Government agencies to complete forms designated to provide current information for the Office of Emergency Planning to evaluate the readiness and safeguarding of records needed for emergency operations. These forms are due at GSA by 7/10/68 and [redacted] Administrative Division, Justice, has asked that the forms be submitted to Justice so the forms from all units of the Department may be coordinated. Attached for signature is a letter to the Department enclosing the completed forms.

b6
b7C

Since 1954, at the request of the Office of Defense Mobilization, the Files and Communications Division has been submitting information to the Department annually on indispensable records for emergency use. We have merely identified our material as "Investigative and Related Files of FBI." We have also certified our program is operating and capable of meeting emergency requirements.

GSA has recently published a new handbook entitled "Federal Vital Records Program" designed to provide instructions and advice on appraisal, selection, preservation, arrangement, reference, reproduction, storage, and salvage of essential records needed for the operation of the Federal Government after an attack, including a decentralized system. There is nothing in the guidance to warrant any change in FBI procedures for handling our vital records. The handbook calls for the submission of GSA forms 2034 relative to emergency operating records and 2035 relative to rights and interests records.

REC-105

66-17381-3256

Enclosures *sent 6-11-68*

WPD:slh
(8)

10 JUN 13 1968

1 - Mr. DeLoach
1 - Mr. Mohr
1 - Mr. Callahan
1 - Mr. Tavel
1 - Mr. Sullivan
1 - Liaison
1 - [redacted]

b6
b7C

CONTINUED - OVER

Memo D. J. Brennan, Jr. to Mr. W. C. Sullivan

RE: BUPLANS
VITAL RECORDS

The forms ask for the status of plans for pre-serving operating records, if records have been prelocated, if equipment is available for use of microfilm records, the location of our records, and whether they are protected, accessible to our emergency facility and in useful form. In addition, they ask for a listing of records by general headings.

We have carefully studied our records over the years and have sufficient records at our relocation sites with which to operate in an emergency situation. The forms have been filled out to so indicate and our records have been listed under general headings.

ACTION:

If approved, the attached letter will be sent to Assistant Attorney General for Administration, [redacted] enclosing executed forms relative to the status of our vital records. The letter and forms are classified "~~Secret~~" as some documents mentioned in the forms are so classified.

b6
b7C

WPA
W.C. Sullivan
OK. ✓
to H
ST
JS

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Conrad

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE: September

DATE 03-15-2011 BY 60324 uc baw/sab/clc

FROM : C. F. Downing

SUBJECT: BUPLANS - COMMUNICATIONS
BUREAU RELOCATION SITE

Mr. Tolson	_____
Mr. DeLoach	_____
Mr. Mohr	_____
Mr. Bishop	_____
Mr. Casper	_____
Mr. Callahan	_____
Mr. Conrad	_____
Mr. Felt	_____
Mr. Gale	_____
Mr. Rosen	_____
Mr. Sullivan	_____
Mr. Tavel	_____
Mr. Trotter	_____
Tele. Room	_____
Miss Holmes	_____
Miss Gandy	_____

Auxiliary Space FOR S.O.G.

The U. S. Army Interagency Communications Agency has forwarded seven copies of Interagency Communications System (ICS) Mobile Radiotelephone Subscribers List. This list supersedes ICS Mobile Radiotelephone Subscribers List presently held. The following distribution is being made separately:

Four copies Director's Office (one to be placed in Director's automobile).

One copy to [redacted]

Two copies to [redacted] Communications Section.

The above ICS Mobile Radiotelephone Subscribers List is to be retained in the small envelope attached inside the back cover of ICS 210 Three-Channel Mobile Radiotelephone Service Manual.

ACTION:

NOT RECORDED

All holders of ICS 210 should receive receipt of above-mentioned ICS Mobile Radiotelephone Subscribers List by routing slip and return superseded list to me.

- 1 - Director's Office (Attention: [redacted]) (sent direct)
- 1 - Mr. Conrad
- 1 - [redacted] (Personal Attention) (sent direct)
- 1 - Mr. Downing
- 1 - [redacted] (sent direct)
- 1 - Mr. Newpher
- 1 - Mr. Bergquist
- 2 - [redacted]

GTB:cjs
(10)

SEP 10 1968

File in 66-17385



53 SEP 18 1968

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

ORIGINAL FILED IN 66-17385-2314

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

DATE: 11/15/68

FROM : D. J. Brennan, Jr.

SUBJECT: DEFENSE PLANS - EMERGENCY TELEPHONE NUMBER

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

BU PLANS - EMERGENCY HEADQUARTERS FOR S.O.C.

All Seat of Government (SOG) personnel have been advised that their services will be required during a period of emergency. If unable to contact Bureau Headquarters, they were instructed to contact [redacted] area code [redacted] telephone number [redacted] for information and instructions.

b7E

Relocates also have been instructed to advise their adult dependents that a Bureau representative at [redacted] area code [redacted] telephone number [redacted] will relay messages and receive forwarding addresses of Bureau personnel and their families if they are unable to contact Bureau Headquarters.

b7E

The telephone numbers at [redacted] have been changed and the emergency number is now [redacted] area code [redacted] telephone number [redacted]

ACTION:

If approved, the attached memorandum, advising of the new emergency telephone number, will be furnished to all SOG employees.

Enclosure - detached for
1 - Mr. DeLoach
1 - Mr. Sullivan
1 - Liaison
1 - [redacted]

WPD:mlm
(5)

b6
b7C

REC-23

18 NOV 21 1968

EX-100

66-17381-3296

59 NOV 25 1968



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

68-1

In Reply, Please Refer to
File No.

WASHINGTON, D.C. 20535

November 21, 1968

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 03-15-2011 BY 60324 uc baw/sab/clc

MEMORANDUM TO ALL SOG EMPLOYEES

RE: DEFENSE PLANS - EMERGENCY TELEPHONE NUMBER

The services of all Seat of Government employees will be required during a period of emergency. You have previously been advised to keep in contact with the Bureau for instructions and information.

The emergency telephone contact number for all employees assigned to Bureau Headquarters was area code [] telephone number []. This number has been changed to area code [] telephone number [].

All employees must know this number. However, employees are reminded that the number is to be called only if Bureau Headquarters in Washington, D. C., is inoperative.

Employees may confidentially furnish their adult dependents the above emergency telephone contact number to assist them in contacting employees, to leave messages, or to secure information and assistance.

After noting the above change in telephone number, this memorandum should be destroyed.

Very truly yours,

J. Edgar Hoover
John Edgar Hoover
Director

66-17381-
NOT RECORDED
145 NOV 25 1968

53 NOV 29 1968

ORIGINAL FILED IN 66-02-195-1
b7E

EMERGENCY HEADQUARTERS FOR S.O.G.

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 03-15-2011 BY 60324 uc baw/sab/clb

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. Casper

DATE: April 1, 1969

FROM :

b7E

SUBJECT: CRYPTOGRAPHIC MATERIAL AT
EMERGENCY RELOCATION CENTER

Reference is made to the memorandum captioned "War Plans - Cryptographic Material for Emergency Relocation Center" from Mr. C. F. Downing to Mr. Parsons dated February 3, 1955. This memorandum recommended that a complete inventory of all cipher pads stored at [] be submitted to the Bureau, Attention: FBI Laboratory, April 1, 1955, and once every two years thereafter.

b7E

I am submitting herewith two copies of the complete inventory of all cipher pads stored at the Emergency Relocation Center as of this date.

A tickler has been made in order that an inventory may be submitted April 1, 1971.

ACTION:

The enclosed inventory should be forwarded to the Cryptanalysis-Translation Section of the FBI Laboratory.

Enclosure

LCB:les

(3)

LIST OK w/c-TS
records 4/2/69
Q13

REC- 86

66-17381-3331

APR 8 1969

APR 11 1969

1 copy of list
detached by
C-TS
Duplans - Emergency
Headquarters for S.O.S.

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

DATE: 3/14/69

FROM : D. J. Brennan, Jr.

SUBJECT: PERSONNEL DESIGNATED FOR RELOCATION TO
OFFICE OF EMERGENCY PREPAREDNESS (OEP)
SPECIAL FACILITY

Tolson ☒
DeLoach ☒
Mohr ☒
Bishop ☒
Casper ☒
Callahan ☒
Conrad ☒
Felt ☒
Gale ☒
Rosen ☒
Sullivan ☒
Tavel ☒
Trotter ☒
Tele. Room ☒
Holmes ☒
Gandy ☒

[redacted] and [redacted] have been replaced by [redacted] and Mr. Fred J. Cassidy in our emergency planning. Miss Martis was designated to relocate with personnel of Mr. DeLoach's Office to the OEP Special Facility and [redacted] was designated to relocate there in a liaison capacity with the Department of State.

[redacted] has been transferred from the Seat of Government and has been replaced by [redacted] and [redacted] has been promoted to the position of the Number One Man to a Section Chief and has been replaced by [redacted]

Upon approval [redacted] and [redacted] should visit the [redacted]

ACTION:

(1) If approved, a copy of this memorandum and [redacted] form will be forwarded to [redacted] and Mr. Cassidy and will provide authorization for executing the form, and obtaining the [redacted]

(2) If approved, the [redacted] and Mr. Cassidy.

WPD:cas
(9)

- 1 - Mr. DeLoach
- 1 - Mr. Mohr
- 1 - Mr. Conrad
- 1 - Mr. Sullivan
- 1 - Liaison
- 1 - [redacted]

60 APR 17 1969

66-17381

EX-101

REC-15

66-17381-3332

17 APR 8 1969

PERS. SEC. UNIT

LIAISON

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. W. C. Sullivan *WCS*

DATE: 4/2/69

FROM : D. J. Brennan, Jr. *DJB*

SUBJECT: BUPLANS REQUEST FOR FILING AT
OFFICE OF EMERGENCY PREPAREDNESS
SPECIAL FACILITY Headquarters

DJB Brennan
For S.O.G.

By attached letter addressed to the Bureau's Defense Coordinator, [redacted] Chief, Special Facilities Division, advises that he has found that some agencies do not have emergency plans or standing operating procedures on file at the Special Facility (SF). The SF is the primary relocation site for top Government officials, including the Attorney General. [redacted] asks for a copy of our most current plans or a negative response in writing if we cannot comply with his request.

b6
b7C

We have never filed plans at the SF. We have arrangements for the Director and other top Bureau officials to relocate there if they so desire; however, [redacted] is the relocation site for our personnel who would be carrying out day-to-day operations and all of our emergency plans are stored there. Many of our plans are secret and relate to programs that would be critical to the security of the Government in time of emergency. We should certainly not want these plans stored in the custody of other than Bureau personnel. In updating plans at the SF, we would have to rely on their personnel or make numerous time-consuming and costly trips there to make revisions. While other agencies have to plan for the survival of the populace, our plans are primarily for our own internal operation, and it is felt we should not file our plans at the SF.

b7E

ACTION

ENCLOSURE

If approved, the attached letter should be forwarded to [redacted] advising that our day-to-day operations will be directed from our headquarters relocation site, that filing of plans at the SF would increase the burden of keeping our plans there current, and that we do not desire to maintain plans at the SF.

b6
b7C

Enclosures (2)

WPD:jls

(5)

- 1 - Mr. DeLoach
- 1 - Mr. Sullivan
- 1 - Liaison
- 1 - [redacted]

b6
b7C

178 APR 8 1969

WPD
66-17381

REG 22 66-17381-3333

Date: April 3, 1969

To: [Redacted] Chief
Special Facilities Division
Office of Emergency Preparedness

From: John Edgar Hoover, Director

Subject: EMERGENCY PLAN OR STANDING OPERATING PROCEDURES

1 - Mr. DeLoach
1 - Mr. Sullivan
BY LIAISON

1 - Liaison
1 - [Redacted]

b6
b7C

Reference is made to your letter dated
March 26, 1969.

This Bureau has made arrangements for a number
of our top officials to relocate at the Special Facility.
They will direct our over-all operations and coordinate
those operations with other Government officials such as
the Attorney General.

Our day-to-day operations will be directed from
our headquarters relocation site. All necessary emergency
plans and operating procedures are stored there. The filing
of our plans at the Special Facility would increase the
burden of keeping plans there in a current status. In view
of the foregoing, we do not desire to file duplicate plans
or operating procedures at the Special Facility.

WPD:jls
(7)

NOTE:

See memorandum D.H. Brennan, Jr. to W.C. Sullivan
dated 4/2/69, WPD:jls, captioned "Buplans-Request for Filing
at Office of Emergency Preparedness Special Facility."

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

~~CONFIDENTIAL~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-15-2011

BY LIAISON

Date: April 7, 1969

1 - Liaison
1 - [redacted]

To: [redacted]

b6
b7C

Security and Inspection Officer
Office of Emergency Preparedness
Room 116, Winder Building
Washington, D. C.

From: John Edgar Hoover, Director

Subject: PERSONNEL DESIGNATED FOR RELOCATION TO OFFICE
OF EMERGENCY PREPAREDNESS SPECIAL FACILITY

Bureau War Plans Emergency Headquarters for S.O.B.

It is requested that the names of [redacted] and Mr. Fred J. Cassidy be added to the list of names of personnel of this Bureau who have been designated for relocation to the Special Facility of your agency. Three photographs and a pass information form are attached for both [redacted] and Mr. Cassidy. The names of [redacted] and Mr. William O. Cregar which were previously furnished to you should be deleted from this list. Their passes were previously returned to you.

b6
b7C

Enclosures (8)

WPD:mlm
(5)

NOTE: Office of Emergency Preparedness (OEP) has been furnished the list of personnel designated for relocation. This is to add [redacted] and Mr. Cassidy and delete [redacted] and Mr. Cregar. This letter is classified Confidential since all references to the OEP Special Facility are so classified.

b6
b7C

REC-90

66-17381-3335

~~CONFIDENTIAL~~

GROUP 1

Excluded from automatic
downgrading and
declassification

REC'D CIVIL

REC'D CIVIL

56 APR 15 1969

APR 9 1969

PERS. REC. UNIT

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-15-2011 BY 60324 uc baw/sab/clb

Memorandum

TO : DIRECTOR, FBI (66-17380 Sub 11) DATE: 4/21/69

FROM : SAC, CLEVELAND (66-3029)

SUBJECT: BUPLANS
CLEVELAND DIVISION

Enclosed for the Bureau are two (2) copies (Copies 1 & 2) of the Buplans of the Cleveland Division. These pages bring the Buplans of the Cleveland Division up to date.

The pages are as follows:

DISSEMINATION OF COPIES

Page vi

Prefix Page 5

Page 17

Page 19

Page 20

Page 21

Page 24

Page 25

Page 28B

Page 28C

Page 32a

Page 34

Page 35

Page 42a

Page 46

Page 46A

Page 48

Page 49

Page 50

- ② - Bureau (Enc. 2)
1 - Cleveland

ENCLOSURE

CAE/mkr
(3)

NOT RECORDED
15 APR 23 1969

SEARCHED
SERIALIZED
INDEXED
FILED

ENCLOSURE

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 03-15-2011 BY 60324 uc baw/sab/clg

TO : Mr. W. C. Sullivan

DATE: 2-11-69

FROM : D. J. Brennan, Jr.

SUBJECT: DEFENSE PLANS
DEFENSE PLAN OF THE OFFICE OF THE
ASSISTANT TO THE DIRECTOR DeLOACH
AND THE DOMESTIC INTELLIGENCE DIVISION
REVISION NUMBER 61

Enclosed are the following revised pages for
captioned document:

Table of Contents, page ii

Instantaneous Action Prefix pages 9, 10, 11, 13
14, and 15

Section 1, pages 4, 5, and 6

Section 2, page 12

Section 3, pages 14, 14A, 15, and 16

Section 5, pages 24, 25, 25A, and 25B

Section 7, page 27-28

Section 8, pages 29, 32, 37, 38, 38A, 41, and 55

Appendix 4, pages 1 through 7

Appendix 5, pages 1 through 8

Appendix 6, pages 1 and 2

Appendix 7

Appendix 8, pages 1, 2, 3, 4, 5, and 8

Changes on these pages, indicated by parentheses in
left margin, are in personnel listings and minor revisions
bringing material in the document into a current status.

ACTION:

If approved, the new pages should be inserted in
copies of captioned document and the old pages removed and
destroyed.

Enclosures (51 - Copy 1)

DEB:cas
(22)

1 - Mr. DeLoach (Copy 4)

1 - Mr. Sullivan (Copy 5)

1 - Mr. Sizoo (Copy 6)

1 - Mr. D. J. Brennan (Copy 7)

2 - Mr. Rushing (Copies 19 and 20)

1 - Mr. Keating (Copy 21)

1 - Mr. T. J. Smith (Copy 22)

1 - SAC, [redacted] (Copy 3)

b7E

1 - Mr. Rosack (Copies 17 and 18)

1 - Liaison (Copy 16)

1 - Mr. [redacted] (Copies 8, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22)

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. A. Branigan

DATE: February 13, 1969

FROM : L. Whitson

SUBJECT: BUPLANS
VITAL RECORDS TO [REDACTED]

Tolson _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Attached for the information of SAC, [REDACTED] are copies of Prodip airtels from Chicago, dated 2/6/69; New York, dated 2/11/69, with enclosure dated 2/1/69; and Washington Field Office, dated 2/5/69, with enclosure dated 2/1/69. They should be filed in the folder on "Personnel and Priorities" and the items now in that folder from these offices for the month of January should be destroyed.

- 1 - [REDACTED] (Enclosures - 3)
- 1 - Mr. Branigan
- 1 - Mr. Dix
- 1 - Mr. Whitson

LW:ted
(5)

Handled by [REDACTED]
2-19-69

101-254

66-14341-3320

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. A. Branigan

DATE: February 14, 1969

FROM : L. Whitson

SUBJECT: BUPLANS
VITAL RECORDS TO [REDACTED]

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Attached for attention of SAC, [REDACTED] is a folder captioned, "Soviet, Satellite, and Cuban Personnel in Chicago, Washington, D. C., and New York - February, 1969." The personnel list for January, 1969, should be destroyed.

- 1 - [REDACTED] (Enclosure)
- 1 - Mr. Branigan
- 1 - [REDACTED]
- 1 - Mr. Whitson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-15-2011 BY 60324 uc baw/sab/clc

LM:ted
(5)

WOP

b6
b7C
b7E

b7E

Disinfect by

2-19-69 X-3

60-17387-3321

2 FEB 25 1969

RECEIVED
FEB 19 1969
FBI - CHICAGO

~~CONFIDENTIAL~~

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

EXEMPTED FROM AUTOMATIC

DECLASSIFICATION

AUTHORITY DERIVED FROM:

FBI AUTOMATIC DECLASSIFICATION GUIDE

EXEMPTION CODE 25X(1)

DATE 03-17-2011

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. W. C. Sullivan

DATE: February 10, 1969

FROM : C. D. Brennan

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

SUBJECT: DEFENSE PLANS - VITAL
RECORDS TO [REDACTED]

b7E

(S) In accordance with instructions issued by the Executives Conference memorandum dated 9/14/54, the attached Photostats of new informant cards should be placed in the index at [REDACTED] alphabetically and by field office as follows:

b7E

(S)

b1

b7D

(S) Also in accordance with above instructions, the following Photostats are changes to the cards now included in the [REDACTED] Index:

b7E

(S)

b1

(S)

b7D

b7E

The following Photostats now in [REDACTED] should be destroyed:



Detroit
Las Vegas
New York
New York
Philadelphia
San Francisco
Washington Field

b6

b7C

ACTION:

Recommended this memorandum and its enclosures be sent to [REDACTED] for necessary action and the memorandum be returned to the Security Informant Desk before filing.

b7E

66-17331

Enclosure

MJR:sss

(5)

1 - [REDACTED]

b7E

~~CONFIDENTIAL~~

63 FEB 17 1969

~~CONFIDENTIAL~~

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 03-17-2011

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Memorandum

TO : Mr. W. R. Wannall *Wannall*

DATE: February 5, 1969

FROM : P. L. Mack *PLM*

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

SUBJECT: BUPLANS
VITAL RECORDS TO [REDACTED]

b7E

Enclosed herewith for SAC, [REDACTED], are single
copies of five Legat, Mexico City Informant Index cards
pertaining to [REDACTED] and [REDACTED]

(C)
b6
b7C
b7D

Cards for [REDACTED] and [REDACTED] are
new and should be filed in order in the Legat Informant
Index. The remaining cards contain changes and should
replace the existing cards for these informants.

In addition, the index cards for [REDACTED]
[REDACTED] and [REDACTED]
should be destroyed as these informants have been discontinued.

ACTION:

It is recommended this memorandum with enclosures
be referred to SAC, [REDACTED] for appropriate handling.
Action taken at [REDACTED] should be noted on this memorandum.

Enclosures - 5

66-17381

1 - 64-4123-221 (Legal Attache Informants [REDACTED])

PLM:lam
(7)

- 1 - SAC [REDACTED]
- 1 - Mr. Dix (Room 1006 9th & D)
- 1 - Mr. Wannall
- 1 - [REDACTED]
- 1 - Mr. Mack

REC 107

Handled by [REDACTED]

2-10-69

FEB 14 1969

b7E

b6
b7C

~~CONFIDENTIAL~~

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 03-15-2011 BY 60324 uc baw/sab/clb

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. Conrad

DATE: March 14, 1968

FROM :

[Redacted]

b6
b7C

SUBJECT:

BUPLANS
RECORDS REPOSITORY

b7E

In accordance with Buplans, there are attached hereto 25 photocopies of typewriter standards for transmittal to [Redacted]. The originals of these photocopies were recently added to the Typewriter Standards File in the Bureau.

b7E

ACTION: The Training Division should forward the attached photocopies of typewriter standards to the [Redacted] with instructions that they be maintained with other typewriter standards in a safe place at [Redacted].

Enclosures (25)

66-17380

- 1 - Mr. Mohr
- 1 - Mr. DeLoach
- 1 - Mr. Sullivan (Mr. W. P. Dix, Room 1006 9 & D)
- 1 - Mr. Casper
- 1 - [Redacted]
- 1 - Mr. Conrad
- 1 - [Redacted]
- 1 - Bufile 80-10

b6
b7C
b7E

WEO:AH
(10) NH

REC-35

Handled by [Redacted]
3-18-68 [Redacted]

17231/18

UNRECORDED COPY FILED IN

UNITED STATES GOVERNMENT

Memorandum ROUTE IN ENVELOPE

TO : Mr. W. C. Sullivan

DATE: 1/14/69

FROM :

[REDACTED]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 03-17-2011 BY 60324 uc baw/sab/clt

SUBJECT:

BUPLANS -
VITAL RECORDS TO [REDACTED]

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

b7E

Microfilm of assignment cards for Domestic Intelligence Division taken 1/8/69 and developed.

Attached for SAC, [REDACTED] is copy of this memorandum with three boxed rolls of microfilm to be placed in folder labeled "Assignment Cards." Prior film of assignment cards should be destroyed.

ACTION:

Forward to [REDACTED] for handling.

b7E

- 1 - Training Division
- 1 - Mr. Sullivan
- 1 - Mr. Branigan
- 1 - Mr. C.D. Brennan
- 1 - [REDACTED]
- 1 - Mr. G. C. Moore
- 1 - Mr. Wannall
- 1 - [REDACTED]
- 1 - SAC, [REDACTED] (Encs. 3)

b6
b7C
b7E

PEC 89

MEA:mea
(10)

6 JAN 22 1969

UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 03-17-2011 BY 60324 uc baw/sab/clb

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Memorandum

TO : MR. TROTTER

DATE: 4/26/67

FROM :

[REDACTED]

b6
b7C

SUBJECT: EUPPLANS

MICROFILMING OF PERSONNEL FINGERPRINTS

In accordance with an established plan, the personnel fingerprint cards of all Bureau employees are completely remicro-filmed every two years. The current remicrofilming of the records has just been completed, requiring nine rolls of film.

b7E

The film will be hand carried to [REDACTED] for storage at which time all previously microfilmed records of the fingerprints of Bureau personnel will be destroyed.

RECOMMENDATION: *W*

For record.

b7E

- 1 - SAC, [REDACTED] (Sent Direct)
- 1 - SA Charles E. Ganley (Euplans)

RGW:fjg
(6)

REC-71

14 APR 30 1967

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
Belmont _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. W. C. Sullivan *WCS*

DATE: February 13, 1969

FROM : C. D. Brennan *B*

SUBJECT: DEFENSE PLANS - VITAL
RECORDS TO [REDACTED]

b7E

This is to advise that on 2/12/69, while on lecture assignment at the Advanced Security - General In-Service Class Number Two, SA M. J. Rozamus checked captioned records at [REDACTED] which are maintained in accordance with instructions issued by the Executives Conference memorandum of 9/14/54. The records were found to be in good order.

b7E

ACTION:

None. For your information.

66-17381

HJR:sss
(8)

- 1 - [REDACTED]
- 1 - Mr. Casper
- 1 - Mr. Sullivan
- 1 - [REDACTED]
- 1 - Mr. C. D. Brennan
- 1 - Mr. Rosack
- 1 - Mr. Rozamus

b6
b7E
b7E

REC 14

ST-105

3317

May 2, 1969

PERSONAL

66-17381-

[redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear [redacted]

BUTLERAS - E1

Thank you very much for the suggestion regarding a method for handling certain cover letters and memoranda used in a particular program and the disposition of this material which is already in file. This proposal is being evaluated by the interested divisions and you will be advised of the final action in this matter.

I appreciate the initiative and interest which prompted you to submit this idea to me.

Sincerely yours,
J. Edgar Hoover

1 - Mr. Sullivan

1 - Personnel file of [redacted]

ML:pld

(5)

(Suggestion 802-69; dated 4/25/69)

b6
b7C

NOTE: Suggests field office letters and SOG memoranda which transmit revisions for Buplans documents and memoranda regarding semiannual physical check of records at [redacted] not be permanently retained in Bureau files. They should be filed with the "Plain" as a cover page and destroyed upon receipt of next revision. Memoranda transmitting revisions to [redacted] for vital records prepositioned there should be retained by submitting desk and destroyed at end of six months. Memoranda regarding physical check of records at [redacted] should be retained by Buplans Desk and destroyed at end of six months. Also, suggests Bureau files be purged of this routine correspondence. Samples of correspondence to be considered for destruction are attached.

b7E

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Referred to all divisions at SOG and [redacted] for views and recommendations

MAIL ROOM

WIT ☐

79 MAY 26 1969

ORIGINAL FILED IN 66-17380-171C

#802-69

b6
b7C

Date

April 25, 1969

To:
Director, FBI

Division of Assignment
Domestic Intelligence Div

SUGGESTION It is suggested that field office letters and Seat of Government (SOG) memoranda which transmit revisions for Buplans documents and memoranda regarding semiannual physical check of records at [redacted] not be permanently retained in Bureau files. Field letters and SOG memoranda transmitting amended pages for field office and SOG Defense Plans should be filed with the Plan as a cover page and destroyed upon receipt of the next revision. Memoranda transmitting revisions to [redacted] for vital records prepositioned there should be retained by submitting desk and destroyed each 6 months. Memoranda regarding physical check of records at [redacted] should be retained by Buplans Desk and destroyed at end of 6 months. It is also suggested that Bureau files be purged of this routine correspondence. Samples of the kind of correspondence to be considered for destruction are attached. b7E

Current practice or rule (Include manual citation as well as facts) Field office letters and SOG memoranda transmitting copies of revised pages for Defense Plans are filed as "Not Recorded" serials. Revised pages are detached (continued)

Advantages of suggestion and annual savings (include basis for estimate) These field office letters and SOG memoranda contain no Bureau policy. Field office letters and SOG memoranda transmitting Buplans revisions have no value beyond the receipt of subsequent revision. Memoranda transmitting revisions to [redacted] for vital records prepositioned there serve no purpose following the physical check of these records which is done semiannually by representatives of each Section having material stored there. Suggested procedure would eliminate processing of this mail by the Records Branch and the filing of correspondence that has no future value. Legal Attaches, field offices, and SOG Divisions each submit an average of 8 revisions to their Defense Plans annually. This is a total of 504 items of (continued) b7E

Disadvantages of suggestion

(O) BUPLANS - EMERGENCY
HEADQUARTERS
None FOR SOG

66-17381
NOT RECORDED
150 MAY 8 1969

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any benefit award only within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Recommendations and comments Division Head

Rec. 10
ENCLOSURE ATTACHED

W.C. Sullivan
Signature and Title

(Do not write in this space - for Bureau use only)

Getack 1 detached
MLP'd 10 x 10
2-2-11 5-1-69
ENCLOSURE

SEE ADDENDUM PAGE 15 1969

66-17381-1712
ORIGINAL

Current Practice or Rule (continued)

from cover letters, inserted in proper place in the Defense Plans (Section 2 of Bufile 66-17380, sub file for each Division and field office) and the old pages are destroyed. The cover letter or memorandum is filed in open section of this file. Memoranda transmitting revisions to [] for vital records prepositioned there for emergency use are "Recorded" and filed in Bufile 66-17381. Memoranda regarding physical check of records at [] are noted in Buplans Unit where an administrative tickler is maintained to assure compliance by DID Sections and forwarded to Records Branch for filing.

b7E

Advantages of suggestion and annual savings (continued)

correspondence. Based on cost of processing "Not Recorded" mail at 58¢ per item this would be a saving of \$292.32 annually. It is estimated that 125 memoranda relating to vital records at [] are prepared annually by the 7 Sections of the Domestic Intelligence Division and 5 other Divisions having records prepositioned there. The cost of processing "Recorded" mail is \$1.45 per item. Suggested procedure would mean a saving of \$181.25 annually.

b7E

Bureau file 66-17380 now has 50 sections and 66-17381 has 39 sections. Both files are maintained in the Special File Room where space is extremely limited. Purging these files of this routine type memoranda would greatly reduce the bulk of these two files, thus releasing this space for filing of more important correspondence.

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION, 4/29/69, JFF:mef

This suggestor recommends that previously filed cover or transmittal letters for the Defense Plans from the field and Seat of Government (SOG) Divisions be destroyed when the current letter is received. In addition the recommendation includes the retention by the substantive desk of transmittal memoranda for Vital records maintained at [redacted] for emergency use. This retention is to be for a period of six months and then these transmittal letters and memoranda are to be destroyed. These Vital records include the [redacted]

b7E

[redacted]
[redacted]), and
[redacted]

Under the present system each of these transmittal letters submitted by the field or memoranda submitted by SOG is permanently retained. Once the change is made in Buplans it is superfluous to keep more than the last cover letter with which the changed pages were sent to the Bureau, since the cover letter includes merely the page numbers of the pages being substituted for previous pages. This also applies to the PROSAB and PRODIP cover letters. Also every six months the informant cards at the SOG are compared with those maintained at [redacted] and therefore the retention of the cover letter in this instance is unnecessary.

b7E

Since there is a large volume of these transmittal letters, filing of them is space consuming, and therefore Division Five recommends that these letters and memoranda be destroyed when the succeeding letter is received. In view of the fact that other divisions have an interest in these suggestions, it is recommended that their views be obtained.

WCS/s

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. Mohr

DATE: May 14, 1969

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 03-17-2011 BY 60324 uc baw/sab/clb

FROM : J. J. Casper

BUPLANS - EMERGENCY HEADQUARTERS
FOR S.O.G.

SUBJECT: BUPLANS

SUGGESTION 802-69 SUBMITTED BY

DOMESTIC INTELLIGENCE DIVISION

BUPLANS - SURVEILLANCE

SUGGESTION: That field office letters and Seat of Government (SOG) memoranda which transmit revisions for Buplans documents and memoranda regarding semiannual physical check of records at [] not be permanently retained in Bureau files. Field letters and SOG memoranda transmitting amended pages for their Defense Plans should be filed with the Plan as a cover page and destroyed upon receipt of the next revision. Memoranda transmitting revisions to [] for vital records prepositioned there should be retained by submitting desk and destroyed each six months. Memoranda regarding physical check of records at [] should be retained by Buplans Desk and destroyed at end of six months. Also suggests Bureau files be purged of this routine correspondence. Samples of the type of correspondence being referred to by suggester are attached to background material.

CURRENT PRACTICE: [] states field office letters and SOG memoranda transmitting copies of revised pages for Defense Plans are filed as "Not Recorded" serials. Revised pages are detached from cover letters, inserted in proper place in the Defense Plans (Section 2 of Bufile 66-17380, subfile for each division and field office) and old pages are destroyed. The cover letter or memorandum is filed in open section of this file. Memoranda transmitting revisions to [] for vital records prepositioned there for emergency use are "Recorded" and filed in Bufile 66-17381. Memoranda regarding physical check of records at [] are noted in Buplans Unit where an administrative tickler is maintained to insure compliance by sections of the Domestic Intelligence Division and then forwarded to Records Branch for filing.

ADVANTAGES: The suggester feels the transmittal letters contain no Bureau policy and have no value other than to record receipt of subsequent revisions. Transmittal memoranda to [] serve no purpose following the physical check of these records which is done semiannually by representatives of each section having material stored there. Proposed procedure would eliminate processing this mail by the Records Branch and filing correspondence that has no future value. Legal Attaches,

NOT RECORDED

150 MAY 28 1969

15 MAY 27 1969

(CONTINUED - OVER)

ML:pid

(2)
Enclosure.

53 JUL 24 1969

ORIGINAL FILED IN 66-17380-1717

Memorandum J. J. Casper to Mr. Mohr

Re: Buplans

Suggestion 802-69 Submitted by

b6
b7C

Domestic Intelligence Division

field offices, and SOG divisions each submit an average of eight revisions to their Defense Plans annually. This is a total of 504 items of correspondence. Based on cost of processing "Not Recorded" mail at 58¢ per item this would save \$292.32 annually. Based on an estimated 125 memoranda relating to vital records at [redacted] which are prepared annually by seven sections of the Domestic Intelligence Division and five other divisions having records maintained there and "Recorded" at \$1.45 per item, a saving of \$181.25 would be realized annually making a total saving of \$473.57. Bufile 66-17380 has 50 sections and 66-17381 has 39 sections. Both files are maintained in the Special File Room where space is extremely limited. Bulk of these two files would be greatly decreased by the purging of this material. b7E

OBSERVATIONS: Domestic Intelligence Division recommended these letters and memoranda be destroyed when the succeeding letter is received since they serve no good purpose.

[redacted] advised idea would have little impact on its work. b7E

Identification Division is responsible for maintenance of microfilmed fingerprint cards of Bureau personnel and fingerprint cards on Security Index subjects at [redacted] and periodically these are updated and memoranda prepared setting forth this action but this is for information of the Buplans Desk and proposed procedure would have no effect on this division. If adopted, it would place procedure into effect.

All other divisions, including Files and Communications, felt the idea had merit and recommended adoption.

Based on an estimated annual saving of \$473.57, the suggester would be entitled to an incentive award of \$25. This is in line with the current scale for such awards.

(CONTINUED - OVER)

Memorandum J. J. Casper to Mr. Mohr

Re: Buplans

Suggestion 802-69 Submitted by

b6

b7C

[redacted]
Domestic Intelligence Division

RECOMMENDATIONS: (1) That the suggestion be adopted and [redacted] granted an incentive award of \$25. to be handled by the Commendation, Supervisory Approval and Special Action Unit, Administrative Division. She has been thanked by prior letter.

b6

b7C

(2) On approval, this memorandum will serve as authority for the Buplans Desk, Domestic Intelligence Division, to take appropriate steps to place the proposed procedure into effect.

Appropriate letter attached to [redacted]

b6

b7C

SAC, Buffalo (66-1225)

6/4/69

Director, FBI (66-17380 Sub 6)

1 - Liaison

1 -

b6
b7C

BUPLANS
BUFFALO DIVISION

Reurlet 5/29/69 with enclosures.

For the information of the offices receiving a copy of this letter, Buffalo forwarded to the Bureau a copy of a letter dated 5/20/69 from the Office of Emergency Preparedness (OEP) Regional Office One, Federal Regional Center, Maynard, Massachusetts. OEP's letter enclosed a questionnaire entitled "Federal Agency Relocation Site Information." A copy of the OEP letter and questionnaire are attached for each recipient.

Buffalo asked whether or not it should comply with the request of OEP. The Bureau has no objection to furnishing OEP Regional Office One the information requested as set out in the questionnaire. All offices should execute the attached form and forward it to Boston for submission to OEP Region One. All offices should answer question 15C relative to radio frequencies as follows:

All FBI radio frequencies are classified ~~Confidential~~ and are listed in the "Frequency Assignments to Government Radio Stations" prepared by the Office of Telecommunications Management, OEP.

In furnishing data to OEP Regional Office One, Boston should make certain that it specifies that the location of Bureau relocation sites are classified Secret.

- 1 - Albany (Enclosures-2)
- 1 - Boston (Enclosures-2)
- 1 - Newark (Enclosures-2)
- 1 - New Haven (Enclosures-2)
- 1 - New York (Enclosures-2)
- 1 - San Juan (Enclosures-2)

1 - Bufile 66-17381 (Relocation Sites)

WPD:mlm
(12)

DUPLICATE YELLOW

See note on page two

NOT RECORDED

128 JUN 5 1969

ORIGINAL FILED IN 66-17381-6-108

98 JUN 6 1969

Letter to SAC, Buffalo
Re: Buplans
Buffalo Division

NOTE:

We have received similar requests from OEP in the past and have gone along with it in furnishing the information desired. There appears to be no reason for not furnishing the data currently requested by OEP. The answer to question 15C of the questionnaire was furnished by the Radio Engineering Section of the Laboratory.

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

DATE: 6/5/69

FROM :

b6
b7C

SUBJECT: BUPLANS - EMERGENCY HEADQUARTERS
VITAL RECORDS FOR S.O.C.

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Annual reports relative to the readiness and safeguarding of records needed for emergency operations are to be submitted by 6/30/69 and are due at the General Services Administration (GSA) within 10 working days thereafter. As we submit our reports to the Department, there is attached for approval a letter to the Department enclosing the reports.

Since 1954 we have been submitting information to the Department annually on indispensable records for emergency use. Prior to the reporting date in 1968, GSA published a new handbook entitled "Federal Vital Records Program" providing guidance relative to selection, storage, and so forth of vital records. The handbook calls for the submission of GSA forms 2034 relative to emergency operating records and 2035 relative to rights and interests records. The forms ask for the status of plans for preserving operating records, if records have been prelocated, if equipment available for use of microfilm records, the location of our records, and whether they are protected, accessible to our emergency facility, and in useful form. In addition, they ask for a listing of records by general headings.

We have carefully studied our records over the years and have sufficient records at our relocation site with which to operate in an emergency. As last year, the forms have been filled out to so indicate and our records have been listed under general headings.

ACTION: If approved, the attached letter will be sent to Assistant Attorney General for Administration, Leo M. Pellerzi, enclosing executed forms relative to the status of our vital records. The letter and the forms are classified ~~Secret~~ as some documents mentioned in the forms are so classified.

Enclosures (5) sent 6-6-69

1 - Mr. DeLoach 1 - Mr. Tavel
1 - Mr. Mohr 1 - Mr. Sullivan
1 - Mr. Callahan 1 - Liaison
1 - []

WPD:Mlm
(8)

b6
b7C

59 JUN 17 1969

JUN 9 1969

~~SECRET~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-17-2011

1 - Mr. DeLoach 1 - Mr. Sullivan
1 - Mr. Mohr 1 - Liaison
1 - Mr. Callahan 1 -
1 - Mr. Tavel

b6
b7C

Mr. Leo M. Pellerzi
Assistant Attorney General for Administration

June 6, 1969

Director, FBI

"Buplans" - EMERGENCY HEADQUARTERS

VITAL RECORDS PROTECTION STATUS REPORT

Attached are two copies each of General Services Administration Vital Records Protection Status Report forms 2034 and 2035 relative to our vital records.

of your office asked that these forms be referred to him as he will coordinate the forms for all segments of the Department of Justice.

b6
b7C

Upon removal of classified enclosures, this transmittal letter becomes unclassified.

Enclosures (4)

WPD:mlm
(10)

NOTE:

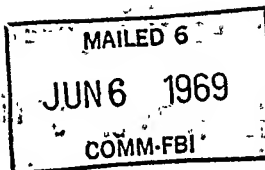
See memo to W. C. Sullivan, 6/5/69, re: "Buplans, Vital Records," WPD:mlm.

b6
b7C

REC-87

66-17381-3349

19 JUN 9 1969



REC'D - READING ROOM
JUN 10 1969

~~SECRET~~

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

56 JUN 17 1969
MAIL ROOM ☐ TELETYPE UNIT ☐

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

DATE: 6/24/69

FROM :

b6
b7C

SUBJECT:

BUPLANS

EMERGENCY HEADQUARTERS
FILING OF LETTERS AND MEMORANDA
FOR S.O.C.

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

b6
b7C

By Casper to Mohr memorandum, 5/14/69, entitled
"Buplans, Suggestion 802-69, Submitted by [redacted]
Domestic Intelligence Division," (66-17380-1717), it was ap-
proved that:

(1) Field letters and Seat of Government (SCG)
memoranda transmitting amended pages for field office and
SCG Defense Plans should be filed by the Records Section with
the Bureau copy of each Plan as a cover page and destroyed upon
receipt of the next revision.

(2) Memoranda transmitting revisions to [redacted] for
vital records maintained there should be retained by the
submitting desk and destroyed at the end of 6 months.

b7E

(3) Memoranda regarding physical checks of records
at [redacted] should be retained by Buplans Desk and destroyed
at the end of 6 months.

In addition to the foregoing it was suggested
that for adoption by Files and Communications, and
approved that Bufiles be purged of this routine correspondence.

CON:

The above actions should be put into effect immediately,
and on the authority in referenced memorandum.

1)
1)

1 - Mr. Gale
1 - Mr. Rosen
1 - Mr. Sullivan
1 - Mr. Tamm
1 - Mr. C.D. Brennan
1 - Mr. Trotter
1 - Mr. [redacted]

1 - Mr. G.C. [redacted]
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. Trotter
1 - Mr. [redacted]
1 - [redacted]

b6
b7C

53 JUL 24 1969

NOT RECORDED
102 JUL 15 1969

ORIGINAL FILED IN 66-17380-1718

ROUTE IN ENVELOPE

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. W. A. Branigan

DATE: September 24, 1969

FROM : Mr. L. Whitson

SUBJECT: BUPLANS

VITAL RECORDS TO

Emergency Headquarters for S.O.G.

b7E

Attached for attention of SAC [] is amended page two dated 9/5/69 of the memorandum captioned "Procedures for Interning Enemy Diplomatic, Consular, United Nations and Official Personnel in the Event of War."

This should be inserted in memorandum and old page destroyed.

- 1 - [] (Enclosure)
- 1 - Mr. Branigan
- 1 - []
- 1 - Mr. Whitson

b6
b7C
b7E

LW:as
(5)

*Handled by []
9-26-69 RB*

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2011 BY 60324 uc baw/sab/clb

REC-20

66-173181-3370

EX-106

10 OCT 1 1969

97 OCT 15 1969

5-11

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. A. Branigan

DATE: September 24, 1969

FROM : Mr. L. Whitson

SUBJECT: BUPLANS
VITAL RECORDS TO [redacted]

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____

Emergency Headquarters for
S.O.G.

Attached for information of SAC, [redacted] are copies of Prodip airtels from Chicago, dated 9/5/69; New York, dated 9/12/69, with enclosure dated 9/1/69 and 9/3/69 with enclosure dated 9/1/69; and Washington Field Office, dated 9/8/69, with enclosure dated 9/1/69. They should be filed in the folder on "Personnel and Priorities" and the items now in that folder from these offices for the month of August should be destroyed.

- 1 - [redacted] (Enclosures)
- 1 - Mr. Branigan
- 1 - [redacted]
- 1 - Mr. Whitson

b6
b7C
b7E

LW:as
(5)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2011 BY 60324 uc baw/sab/clb

b7E

EX-106

REC-20

Handled by [redacted]

9-25-69 R12

66-17381-3371

18 OCT 1 1969

4/1
97 OCT 15 1969

5-AN

ROUTE IN ENVELOPE

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

~~SECRET~~

Memorandum

TO : Mr. W. C. Sullivan *WCS*

FROM : C. D. Brennan *CB*

SUBJECT: *0* DEFENSE PLANS - VITAL
RECORDS TO *CS*

1 - [redacted]
(SAC, [redacted])
1 - Mr. Sullivan
DATE: September 30, 1969

1 - Mr. C.D. Brennan
1 - Mr. Rozamus

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(c)
DATE 08-23-2011

In accordance with instructions issued by the Executives Conference memorandum dated 9/14/54, the attached Photostats of new informant cards should be placed in the index at [redacted] alphabetically and by field office as follows:

(S) [redacted] [redacted] [redacted] [redacted]
(S) [redacted] [redacted] [redacted] [redacted]
(S) [redacted] [redacted] [redacted] [redacted]

Also in accordance with above instructions, the following Photostats are changes to the cards n [redacted] included in the Index:

(S) [redacted] [redacted] [redacted] [redacted]
[redacted] [redacted] [redacted] [redacted]

The following Photostats now in [redacted] should be destroyed:



Baltimore EX-102
Cleveland REC-60
Denver
Kansas City
Los Angeles
Newark 66-17381-3372
New York
New York
Philadelphia OCT 6 1969
Seattle

ACTION:

Recommended this memorandum and its enclosures be sent to [redacted] for necessary action and the memorandum be returned to the Security Informant Desk before filing.

66-17381 *YGR*

Enclosures

MJR:ssr

97 OCT 15 1969

~~SECRET~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

Handled 10-2-69
by [redacted] - JCR

5. YGR

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
DeLoach _____
Walters _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

TO : MR. WALTERS *LMW*

DATE: 11/10/69

FROM :

[Redacted]

b6
b7C

SUBJECT:

BUPLANS

MICROFILMING OF PERSONNEL FINGERPRINTS

In accordance with an established plan, the personnel fingerprint cards of all Bureau employees are completely remicro-filmed every two years. The current remicrofilming of the records has just been completed, requiring ten rolls of film.

The film has been hand carried to [Redacted] for storage at which time all previously microfilmed records of the fingerprints of Bureau personnel were destroyed.

RECOMMENDATION:

For record.

1- SAC [Redacted]
1- SA Carl A. Harris

RGW:sjh
(7)

EX-102

REC- 81

66-17381-3373

13 NOV 18 1969

54 NOV 24 1969

*Emergency Headquarters
FOR S.O.C.*

BUplans

[Handwritten signature]

*LMW
CAR*

UNITED STATES GOVERNMENT

Memorandum

TO : MR. MOHR

DATE: 10-14-69

FROM : W. S. TAVEL

SUBJECT: REQUEST BY OFFICE OF EMERGENCY PREPAREDNESS
FOR BUDGET JUSTIFICATION TO PROVIDE COMMUNI-
CATIONS FACILITIES AT FBI RELOCATION SITE

b6
b7C

This morning [redacted], Office of Emergency Preparedness (OEP), requested conference with FBI to determine possible impact of proposed cut in their budget on emergency communications facilities at FBI relocation site. I attended with Mr. Frank of our Communications Section and SA [redacted] of the Laboratory Division.

Referral/Consult

This would mean that necessary contracts with the phone company could not be let until then and the estimated time for construction and installation would be some 15 to 18 months after that. Since [redacted] this would mean that there would be at least a two-year period [redacted] before the communications equipment furnished to us by OEP could be installed there.

- 1-Mr. DeLoach
- 1-Mr. Casper
- 1-Mr. Callahan
- 1-Mr. Conrad
- 1-Mr. Sullivan, attn: [redacted]
- 1-[redacted]

WST:jmr

(8)

NOT RECORDED

191 OCT 22 1969

b6
b7C

19 OCT 23 1969

COMM. SECT.

THREAT

CONTINUED - OVER

ORIGINAL FILED IN 62-87469-492

Memo to Mr. Mohr from W. S. Tavel
Re: Request by OEP for Budget Justification to Provide
Communications Facilities at FBI Relocation Site

Referral/Consult

OEP in question here.

Referral/Consult

I advised Mills that I could not commit the Bureau and that the Director would have to make the final decision in this regard.

In fact the Bureau, if operating solely from its relocation site in a period of war or national emergency, would have a critical need for communications with other intelligence agencies, as well as the White House, both for the receipt and dissemination of intelligence information and the only practical means of providing such facilities under those conditions would be through equipment which OEP provides. Bureau funds are not involved in any way and the only question is whether the Bureau feels it could operate the relocation facilities at [redacted] for two or more years without such equipment during which period, if an emergency occurred, we would be completely out of touch with other Federal agencies, [redacted]

Referral/Consult

[redacted] asked that he be advised immediately of our position since the hearing is tomorrow, 10-15-69.

I personally feel that these facilities are absolutely necessary and since they are furnished free of charge by OEP, I think [redacted] should be advised that the Bureau obviously needs them as part of the intelligence community to maintain

b6
b7C
b7E

Memo to Mr. Mohr from W. S. Tavel

Re: Request by OEP for Budget Justification to Provide
Communications Facilities at FBI Relocation Site

communications with the White House and other agencies' relocation sites and would be opposed to being cut off from the system for an extended period such as two years; however, we are not in a position to judge the amount of funds required to provide such facilities or the detailed means by which they are furnished.

RECOMMENDATION:

That I advise [] as indicated above.

b6
b7C

P *WST*
I concur. *V. [unclear]*
6

ST
10/14
NW

[] ADVISED OF ABOVE, NOON 10/15
WHEN HE RETURNED MY CALL MADE AT 10:30 AM.
HE STATED OEP WOULD TAKE STRONG STAND
AGAINST TWO YEAR DELAY.

b6
b7C

ST
10/15

UNITED STATES GOVERNMENT

Memorandum ROUTE IN ENVELOPE

TO : Mr. W. A. Branigan

DATE: November 26, 1969

FROM : Mr. L. Whitson

SUBJECT: BUPLANS

VITAL RECORDS TO

Emergency Headquarters For S.O.G.

b7E

Attached for information of SAC, [redacted] are copies of Prodip airtels from Chicago dated 11/5/69; New York, dated 11/7/69, with enclosure dated 11/1/69; and Washington Field Office, dated 11/6/69, with enclosure dated 11/1/69. They should be filed in the folder on "Personnel and Priorities" and the items now in that folder from these offices for the month of October should be destroyed.

- 1 - [redacted] (Enclosures)
- 1 - Mr. Branigan
- 1 - [redacted]
- 1 - Mr. Whitson

b6
b7C
b7E

LW:as
(5)

*Handled by [redacted]
12-1-69 Jrs*

EX-105

REC-94

66-17381-3374

11 DEC 13 1969

97 DEC 5 1969

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

DATE: November 26, 1969

FROM : D. J. Brennan, Jr.

SUBJECT: DEFENSE PLANS
BRIEF OF BUREAU RELOCATION PLAN

DeLoach _____
Walters _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

document: Attached are amended pages for captioned
BUPLANS - EMERGENCY HEADQUARTERS
Cover page FOR S.O.G.

Page 1 - change in rendezvous point for
Department nonrelocatees and families.

Page 14 - minor changes in description of
communications facilities at relocation
site.

Tab A, pages 1 and 3 - Office of Emergency
Planning to Office of Emergency Preparedness
and designation of relocation site for Bureau
of Narcotics and Drug Abuse

Tab B, page 1 - change in liaison assignments.

ACTION:

The attached pages should be inserted in the
Director's copy of the Brief of Bureau Relocation Plan.

Enclosures (6)

DBB:pdr

(9)

b6
b7C

- 1 - [redacted]
- 1 - Mr. DeLoach
- 1 - Mr. Mohr
- 1 - Mr. Bishop
- 1 - Mr. Sullivan
- 1 - Mr. Tavel
- 1 - Liaison Section
- 1 - Buplans Unit

(with enclosures)
(with enclosures)
(with enclosures)
(with enclosures)
(with enclosures)
(with enclosures)
(with enclosures)
(with enclosures)

EX-105
REC-41

66-17381-3375
NOT RECORDED
DEC 4 1969
Changes made
12/3/69

WJD
56 DEC 11 1969

UNITED STATES GOVERNMENT

CST Memorandum ROUTE IN ENVELOPE

TO : Mr. W. C. Sullivan *W.C.S.*

FROM : *at* *DUVE*

SUBJECT: *Bugplans - Emergency Headquarters*
DEFENSE PLANS RECORDS AT *for S.O.G.*
BUREAU RELOCATION SITE
RESEARCH-SATELLITE SECTION

DATE: 12/15/69

b6
b7C

[Signature]

DeLoach	_____
Walters	_____
Mohr	_____
Bishop	_____
Casper	_____
Callahan	_____
Conrad	_____
Felt	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Soyars	_____
Tele. Room	_____
Holmes	_____

Attached hereto for Defense Plans Records, Research-Satellite Section, is one copy each, bound in one file cover, of the narrative portions of the Satellite Personnel Intelligence Activities (SATPIA) and Yugoslav Personnel Intelligence Activities (YUPIA) letters pertaining to November, 1969, intelligence activities of the satellite countries and Yugoslavia. The file cover is labeled "Narrative Portions of SATPIA and YUPIA Letters Pertaining to Activities of November, 1969."

b7E

As recommended and approved in memorandum R. W. Smith to Mr. W. C. Sullivan dated 12/13/68, captioned as above, the attached should be included in the copies of the monthly narrative portions of our SATPIA and YUPIA letters currently retained in Since only the past six months of SATPIA and YUPIA letters are being retained at the narrative portions regarding activities for the month of May, 1969, should be destroyed.

b7E

RECOMMENDATION:

That the attached narrative portions covering intelligence activities of the satellite countries and Yugoslavia which took place in November, 1969, replace the May, 1969, narrative portions of our SATPIA and YUPIA letters at the relocation site,

RCD:jlm
(8) *jlm*

b7E

- 1 - Training Division
- 1 - Mr. W. C. Sullivan
- 1 - Mr. A. W. Gray
- 1 - SAC, (Enclosure)
- 1 - Defense Plans Folder (Research-Satellite Section)
- 1 - Defense Plans Desk (Liaison)
- 1 -

b6
b7C

REC 85

Handled by

12-17-69 Per
66-17381-3276

14 DEC 24 1969

6 DEC 31 1969 *201*

[Signature]
SPEC. MAIL RM.

UNITED STATES GOVERNMENT

Memorandum

1 - Mr. J. J. Casper
1 - Mr. W. C. Sullivan
1 - Mr. D. J. Brennan

Tolson _____
DeLoach _____
Walters _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. W. C. Sullivan

DATE: 12/17/69

FROM : C. D. Brennan

SUBJECT: BIUPLANS — EMERGENCY HEADQUARTERS FOR S.O.G.
INTERNAL SECURITY SECTION
VITAL RECORDS AT [redacted] b7E

Certain vital records pertaining to the Emergency Detention Program are maintained by the Special Agent in Charge, [redacted] and checked on a semi-annual basis to determine whether they are maintained in good order and in conformity with Bureau regulations. In the past, such checks have been made during June and December. In view of the recent proposed changes in the handling of the Security Index (SI), Priority III, it is felt that the check of these records at [redacted] should be postponed at least until March, 1970.

The Department has approved removing Priority III subjects from the SI. Instructions have been prepared for the field in this regard and all records maintained by the field, Seat of Government and at [redacted] will have to be reorganized since the Priority III cards will be maintained as a separate unit of the SI. These Priority III subjects will be handled administratively strictly within the Bureau.

Information pertaining to the SI is maintained on automatic data processing equipment. If approved, separate master lists will be prepared in order to begin the administrative breakdown of the SI cards. Since the possibility exists that these records will be broken down to separate Priority III cards, it is believed that any check of these records should be postponed since such a check will be more productive after the breakdown is completed. The check will be more meaningful if made after the breakdown.

RECOMMENDATION:

It is recommended that the check for accuracy of these vital records at [redacted] be postponed at least until March, 1970, and thereafter made during March and September of each year.

TPR:djb

22 JAN 7 1970

51 JAN 16 1970

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

DATE: 4/1/70

FROM :

SUBJECT: DEFENSE PLANS
BRIEF OF BUREAU RELOCATION PLAN

Buplans - Emergency Headquarters For S.C.B.
Attached are amended pages for captioned document:

Cover page

Page 6 - change in telephone number at relocation site.

Tab A, pages 1 and 2 - White House and Joint Chiefs of Staff alternate relocation site, [redacted] deleted.

ACTION:

The attached pages should be inserted in the Director's copy of the Brief of Bureau Relocation Plan.

Enclosures (4) — Removed in D.O. 4/6/70 and inserted in Director's copy of Brief

DBB:emj
(9)

- 1 - [redacted] (Enclosures)
- 1 - Mr. DeLoach (Enclosures)
- 1 - Mr. Mohr (Enclosures)
- 1 - Mr. Bishop (Enclosures)
- 1 - Mr. Sullivan (Enclosures)
- 1 - Mr. Tavel (Enclosures)
- 1 - Liaison Section (Enclosures)
- 1 - Buplans Unit (Enclosures)

b6
b7C

66-17381-
NOT RECORDED

17 APR 8 1970

55 APR 15 1970

Tolson _____
DeLoach _____
Walters _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

DATE: 4/8/70

FROM :

[REDACTED]

b6
b7C

SUBJECT:

PERSONNEL DESIGNATED FOR RELOCATION TO
OFFICE OF EMERGENCY PREPAREDNESS (OEP)
SPECIAL FACILITY

BUPLANS - EMERGENCY
HEADQUARTERS FOR SOG

[REDACTED], who resigned as of 4/3/70, was designated to relocate with personnel of Mr. Bishop's office to OEP Special Facility. She has been replaced in our emergency planning by [REDACTED]. Special passes bearing color photographs are issued by OEP to personnel having an emergency assignment at the Special Facility.

Upon approval, [REDACTED] should visit the Photographic Unit, Room 7314, to obtain color photographs for OEP Special Facility pass.

ACTION:

1. If approved, a copy of this memorandum and "Pass Information" form will be forwarded to [REDACTED] and will provide authorization for executing the form and obtaining the color photographs.

2. If approved, the Photographic Unit will prepare four copies of color photograph, 2 1/16" by 2 1/16", of [REDACTED] and forward same to Civilian - Buplans Liaison Unit, Room 1006, 9th & D Building.

DBaga
(8)

- 1 - Mr. DeLoach
- 1 - Mr. Mohr
- 1 - Mr. Bishop
- 1 - Mr. Conrad
- 1 - Mr. Sullivan
- 1 - Liaison
- 1 - [REDACTED]

PHOTOS MADE & FORWARDED
TO [REDACTED] TOGETHER
WITH THE NEGATIVE WHT

REC- 95

1 APR 16 1970

4258 APR 21 1970
WHT 328

66-17381-

APR 21 1970
PERS. INFO. UNIT

Tolson ✓
DeLoach ✓
Mohr ✓
Bishop ✓
Casper ✓
Callahan ✓
Conrad ✓
Felt ✓
Gale ✓
Rosen ✓
Sullivan ✓
Tavel ✓
Soyars ✓
Tele. Room ✓
Holmes ✓
Gandy ✓

b6
b7C

b6
b7C

b6
b7C

COPY RETAINED IN
PERSONNEL RECORDS UNIT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2011 BY 60324 uc baw/sab/clc

1 - Mr. Downing
1 - Mr. Newpher
1 - Mr. Bergquist
2 - [redacted]

b6
b7C

SAC, [redacted]

b7E

May 12, 1970

Director, FBI (66-17385)

PERSONAL ATTENTION

**BUPLANS-COMMUNICATIONS
BUREAU RELOCATION SITE**

0 Bureau was plans Auxiliary Space for S.O. G -
[redacted] Referral/Consult
J

Please acknowledge receipt by routing slip. The superseded rotors should be returned after June 15, 1970.

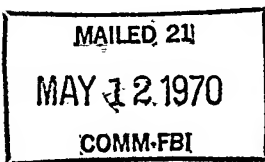
b6
b7C
b7E

ADDENDUM FOR YELLOW:

Above-listed cryptomaterial personally delivered to [redacted]
by SA [redacted], 5/12/70.

W

[redacted] Referral/Consult [redacted] are being furnished
[redacted] separately. These rotors become effective 6/1/70 and super-
sede [redacted] Referral/Consult [redacted] should acknowledge receipt by routing
slip and return superseded rotors after June 15, 1970.



1 - [redacted] (sent direct)

REC-33

b6
b7C

66-17385-3379

6 MAY 13 1970

Tolson _____
DeLoach _____
Walters _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

HS:trs
(9)

7339
MAY 18 1970

MAIL ROOM ☒ TELETYPE UNIT ☐

ROUTE IN ENVELOPE

5010-106

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

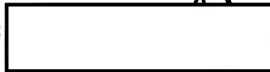
DATE 03-17-2011 BY 60324 uc baw/sab/clb

Tolson _____
DeLoach _____
Walters _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Soyars _____
Tele. Room _____

TO : Mr. W. C. Sullivan

DATE: 5/20/70

FROM :



JUNE

b6
b7C

SUBJECT: DEFENSE PLANS RECORDS AT BUREAU
RELOCATION SITE
SINO-SATELLITE SECTION

b7E

Buplans Emergency Headquarters For S.O.C.

Attached hereto for Defense Plans Records, Sino-Satellite Section, [redacted] is one copy each, bound in one file cover, of the narrative portions of the Satellite Personnel Intelligence Activities (SATPIA) and Yugoslav Personnel Intelligence Activities (YUPIA) letters pertaining to April, 1970, intelligence activities of the satellite countries and Yugoslavia. The file cover is labeled "Narrative Portions of SATPIA and YUPIA Letters Pertaining to Activities of April, 1970."

As recommended and approved in memorandum R.W. Smith to Mr. W. C. Sullivan dated 12/13/69, captioned "Defense Plans Records at Bureau Relocation Site, Research-Satellite Section," the attached should be included in the copies of the monthly narrative portions of our SATPIA and YUPIA letters currently retained in [redacted]. Since only the past six months of SATPIA and YUPIA letters are being retained at [redacted] the narrative portions regarding activities for the month of October, 1969, should be destroyed.

b7E

RECOMMENDATION:

That the attached narrative portions covering intelligence activities of the satellite countries and Yugoslavia which took place in April, 1970, replace the October, 1969, narrative portions of our SATPIA and YUPIA letters at the relocation site, [redacted]

- 1 - Training Division
- 1 - Mr. W. C. Sullivan
- 1 - [redacted]
- 1 - SAC, [redacted] (Enclosure)
- 1 - Defense Plans Folder (Sino-Satellite Section)
- 1 - Defense Plans Desk (Liaison)
- 1 - [redacted]

b6
b7C
b7E

RCD:lis
(8)

97 JUN 3 1970
6 JUN 2 1970

Spec. Mail Room

REC-1

MAY 26 1970

b7E

Handled by [redacted]
5-21-70 [signature]

5-21-70 [signature]

SAC, [REDACTED]

b7E

6/9/70

Director, FBI

PERSONAL

1 - Liaison
1 - Mr. Dix

~~DEFENSE PLANS~~
~~CHAIN OF COMMAND~~

BUREAU WAR PLANS - Emergency Headquarters

In connection with the FBI Defense Plans Program, you are being placed in the Bureau's Chain of Command. The Chain of Command for the FBI consists of the Executive Officials and Division Heads at Bureau Headquarters and includes the officials in charge of the [REDACTED] Offices.

b7E

In the event emergency conditions, demise, disability, or unavailability make it impossible for those officials at Bureau Headquarters or the [REDACTED] or [REDACTED] Offices to take command of the Bureau, you are to assume temporary command. If and when this is necessary, you are to take such emergency action as may be desirable under the circumstances, including action to activate the FBI emergency relocation site at [REDACTED] if feasible. You are to assign Seat of Government personnel where needed or required, supplementing this staff as necessary with employees from the field offices.

b7E

Attached is Copy Number 13 of a ~~top secret~~ document entitled "Highlights of Seat of Government Defense Plans for Chain of Command." This document is for your confidential information and is not to be discussed with anyone in your office. It is to serve primarily as a guide for the emergency direction of FBI operations. Additional detailed plans for the Seat of Government Executive Offices and Divisions appear in separate documents which are available at the emergency relocation site.

Enclosure

NOTE:

See memorandum [REDACTED]

Sullivan dated 5-27-70 captioned "Defense Plans - Chain of Command," which obtained approval for this letter.

b6
b7C

Tolson _____
DeLoach _____
Walters _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

~~SECRET~~

1 - Mr. DeLoach 1 - Mr. Sullivan
1 - Mr. Mohr 1 - Liaison b6
1 - Mr. Callahan 1 - [redacted] b7C
1 - Mr. Tavel

gm
Mr. W. C. Sullivan

Assistant Attorney General for Administration

June 11, 1970

Director, FBI

Buplans Emergency Headquarters J.O.G.
VITAL RECORDS PROTECTION STATUS REPORT

Attached are two copies each of General Services Administration Vital Records Protection Status Report forms 2034 and 2035 relative to our vital records.

[redacted] of your office asked that these forms be referred to him as he will coordinate the forms for all segments of the Department of Justice.

b6
b7C

Upon removal of classified enclosures, this transmittal letter becomes unclassified.

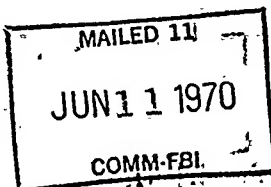
Enclosures (4)

WPD:lms/emj *enj*
(10)

NOTE:

See memo [redacted] to W. C. Sullivan, 6/9/70, re: "Buplans, Vital Records," WPD:lms [redacted] from [redacted] Office telephoned Liaison on 6/5/70 and requested forms be referred to him.

b6
b7C



REC-58

66-17381-3382

19 JUN 15 1970

ENCLOSURE

56 JUN 2 1970

~~SECRET~~

MAIL ROOM ☐ TELETYPE UNIT ☐

Tolson _____
DeLoach _____
Walters _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

~~SECRET~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-17-2011

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

PROGRAM STATUS AS OF (Month, day, year)

VITAL RECORDS PROTECTION STATUS REPORT
(PART I - EMERGENCY OPERATING RECORDS)

June 30, 1970

INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report shall be prepared for bureau level or above and shall incorporate subordinate unit program reports before being submitted to GSA. Use plain bond paper to complete any report items.

TO: General Services Administration
National Archives and Records Service
Office of Federal Records Centers
Washington, D.C. 20408

2. DEPARTMENT OR AGENCY

Department of Justice

3. BUREAU OR SERVICE

Federal Bureau of Investigation

4. REPORT COVERS

☐ a. TOTAL ORGANIZATION ☐ b. OTHER (Specify)

5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)

9th and Pennsylvania Ave., N.W., Washington, D. C. 20535

6. OVER-ALL PROGRAM STATUS

OBJECTIVES

CHECK ONE

COMPLETE

INCOMPLETE

(1)

(2)

a. PLANS FOR PRESERVING EMERGENCY OPERATING RECORDS

X

b. EMERGENCY ORGANIZATIONAL AND MANNING RECORDS (READINESS) PRELOCATED

X

c. EMERGENCY SUBSTANTIVE AND PROCEDURAL RECORDS (OPERATING) PRELOCATED

X

d. RECORDS NOT PRELOCATED MARKED FOR EMERGENCY MOVEMENT

X

e. EQUIPMENT NEEDED FOR USE OF PRELOCATED RECORDS PROVIDED

X

7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS

COMPLETE NO.

INCOMPLETE NO.

8. PERCENT OF OVER-ALL PROGRAM COMPLETED AND MAINTAINED CURRENT

PERCENT

100%

9. MAJOR LOCATION(S) OF PROTECTED RECORDS

(YES OR NO)

UNITS OF ORIGIN

ADDRESSES

SPACE PROTECTED

IN, OR ACCESSIBLE TO, EMERGENCY OPERATING FACILITY

RECORDS IN USABLE FORM

RECORDS COMPLETE

FBI Classified Relocation Site

Yes

Yes

Yes

Yes

10. PROGRAM REVIEWED

☐ a. ANNUALLY ☒ b. SEMIANNUALLY ☐ c. OTHER (Specify)

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

66-17381-3382

ENCLOSURE

~~SECRET~~

~~SECRET~~

DESCRIPTION OF RECORDS AT LOCATION(S)

LIST OF RECORDS BY GENERAL HEADINGS, OR GROUPINGS

RECORDING MEDIUM (Paper, microfilm, punch-cards, etc.)

a.	b.
Fingerprint records (limited number)	microfilm
Training material	paper
Policy and Operations Manuals	paper
Government Travel Requests	paper
Civil Service Commission personnel instructions	paper
Salary tables	paper
Communications operating instructions (provided by Office of Emergency Preparedness and Interagency Communications System)	paper
Censorship	paper
Federal Bureau of Investigation programs	paper & microfilm
Intelligence Albums and Summaries	paper
Key Facilities List	paper
Indexes relating to programs	paper
Handwriting specimens - limited	paper
Emergency Plans	paper
Emergency Procedures - Department of Justice	paper
Essential Interdepartmental Intelligence Conference Records	microfilm
Presidential Emergency Action Documents	paper
Office of Emergency Preparedness Emergency Preparedness Documents	paper
General Services Administration Emergency Documents	paper
Radio Frequency Data	paper
Cryptanalysis materials	paper
Materials for limited Laboratory examinations	paper

14. REPORTED BY (Official responsible for Vital Records Program)

SIGNATURE

NAME AND TITLE (Please print)

b6

b7C

Defense Plans Coordinator

ORGANIZATIONAL UNIT

Federal Bureau of Investigation

TELEPHONE NO. (Or code) AND EXT.

175 ext. 2382

~~SECRET~~

~~SECRET~~

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

VITAL RECORDS PROTECTION STATUS REPORT
(PART II - RIGHTS AND INTERESTS RECORDS)

PROGRAM STATUS AS OF (Month, day, year)

June 30, 1970

INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report is to be filled-out for the same reporting element for which GSA Form 2034, dealing with emergency operating records, was completed.

TO: General Services Administration
National Archives and Records Service
Office of Federal Records Centers
Washington, D.C. 20408

2. DEPARTMENT OR AGENCY
Department of Justice

3. BUREAU OR SERVICE
Federal Bureau of Investigation

4. REPORT COVERS

☐ a. TOTAL ORGANIZATION ☐ b. OTHER (Specify)

5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)

9th and Pennsylvania Ave., N.W., Washington, D. C. 20535

6. OVER-ALL PROGRAM STATUS

OBJECTIVES

CHECK ONE

COMPLETE (1) INCOMPLETE (2)

a. PLANS FOR PRESERVING RIGHTS AND INTERESTS RECORDS

X

b. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY EMPLOYEES PRESERVED

X

c. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF PUBLIC (CITIZENRY) PRESERVED

N/A

d. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY PRESERVED

X

7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS

COMPLETE NO.

INCOMPLETE NO.

8. PERCENT OF OVER-ALL PROGRAM COMPLETED AND MAINTAINED CURRENT

PERCENT

100%

9. MAJOR LOCATION(S) OF RECORDS DEPOSITORIES

(YES OR NO)

UNIT OF ORIGIN

ADDRESSES

SPACE PROTECTED

RECORDS COMPLETE

FBI CLASSIFIED RELOCATION SITE

Yes

Yes

10. PROGRAM REVIEWED

☐ a. ANNUALLY ☒ b. SEMIANNUALLY ☐ c. OTHER (Specify)

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

~~SECRET~~

13.

DESCRIPTION OF RECORDS AT LOCATION(S)

LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS

RECORDING MEDIUM (Paper,
microfilm, punch-cards, etc.)

Insurance
Payroll
Retirement
Annual Leave

paper
paper
microfilm
paper

14.

REPORTED BY (Official responsible for Vital Records Program)

SIGNATURE

b6

b7C

Defense Plans Coordinator

ORGANIZATIONAL UNIT

Federal Bureau of Investigation

TELEPHONE NO. (Or code) AND EXT.
175 ext. 2382

~~SECRET~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2011 BY 60324 uc baw/sab/clb

66-17381-3383 IN THIS FILE SKIPPED DURING
SERIALIZATION.

9/18/70

S.A.M.

77

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan *S/S*

DATE: 6/9/70

b6
b7C

FROM : *WPS*

SUBJECT: BUPLANS *Emergency Headquarters For*
VITAL RECORDS *S.O.G.*

me
Hollers
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan ☒
Tavel
Soyars
Tele. Room
Holmes
Gandy

Annual reports relative to the readiness and safeguarding of records needed for emergency operations are to be submitted by 6/30/70 and are due at the General Services Administration (GSA) within 10 working days thereafter. As we submit our reports to the Department, there is attached for approval a letter to the Department enclosing the reports.

Since 1954 we have been submitting information to the Department annually on indispensable records for emergency use. Prior to the reporting date in 1968, GSA published a new handbook entitled "Federal Vital Records Program" providing guidance relative to selection, storage, and so forth of vital records. The handbook calls for the submission of GSA forms 2034 relative to emergency operating records and 2035 relative to rights and interests records. The forms ask for the status of plans for preserving operating records, if records have been prelocated, if equipment available for use of microfilm records, the location of our records, and whether they are protected, accessible to our emergency facility, and in useful form. In addition, they ask for a listing of records by general headings.

We have carefully studied our records over the years and have sufficient records at our relocation site with which to operate in an emergency. As last year, the forms have been filled out to so indicate and our records have been listed under general headings.

ACTION: If approved, the attached letter will be sent to Assistant Attorney General for Administration, Leo M. Pellerzi, enclosing executed forms relative to the status of our vital records. The letter and the forms are classified ~~Secret~~ as some documents mentioned in the forms are so classified.

sent 6-11-70
Enclosures (5)

1 - Mr. DeLoach
1 - Mr. Mohr
1 - Mr. Callahan
1 - Mr. Tavel
1 - Mr. Sullivan
1 - Liaison

WPD:lms
(8)

56 JUN 24 1970

b6
b7C

LIAISON

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Tavel *ST*

DATE: 6/29/70

FROM : *WFO* [redacted]

SUBJECT: *0* BUPLANS *Emergency Hq. & quarters for 506*
WFO RELOCATION SITE [redacted]

Walters _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

b6
b7C

b7E

In letter 6/17/70 SAC, WFO, requested authorization of \$795 for expansion of WFO space at WFO relocation site. Expansion of space necessary if this relocation site is to be equipped in an emergency with secure radioteletype and FTS teletype communications facilities. Except when being tested and guarded by FBI employees, the cryptoequipment would have to be stored elsewhere. Laboratory Division has suggested that cryptoequipment be stored at [redacted] as is done now with the backup cryptoequipment set aside for WFO relocation site. We feel this is best arrangement.

b7E

RECOMMENDATION:

Administrative Division approve the WFO expenditure for \$795 to suitably enlarge their emergency relocation site space. A suggested letter to WFO attached.

Enc.

- 1 - Mr. Sullivan (sent direct)
- 1 - Mr. C. D. Brennan (sent direct)
- 1 - Mr. Conrad (sent direct)
- 1 - [redacted] (sent direct)

LEW:geb
(6)

EX-109

REC-10

9 JUL 7 1970

F474
59 JUL 22 1970

4- [redacted]
CHIEF, [redacted]

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. C. D. Brennan

DATE: 8/10/70

FROM :

SUBJECT: PERSONNEL DESIGNATED FOR RELOCATION TO
OFFICE OF EMERGENCY PREPAREDNESS (OEP)
SPECIAL FACILITY

Buplans - Emergency Hdqtrs. For S.O.G.

Assistant to the Director Sullivan has replaced Mr. DeLoach in our emergency planning and may relocate to [redacted] who resigned and has been separated. will be replaced in Mr. Sullivan's Office by [redacted] to personnel having an emergency assignment at the Special Facility.

Upon approval. Mr. Sullivan and [redacted] should visit the [redacted]

ACTION:

1. If approved, a copy of this memorandum and [redacted] form will be forwarded to Mr. Sullivan and [redacted] and will provide authorization for executing the form and obtaining the [redacted]

2. If approved, the [redacted] of Mr. Sullivan and [redacted] and forward same to Research Section.

- 1 - Mr. W. C. Sullivan
- 1 - Mr. J. P. Mohr
- 1 - Mr. N. P. Callahan
- 1 - Mr. C. D. Brennan
- 1 - [redacted]
- 1 - Mr. D. B. Barnard

WPD:maz/sfw
(7)

56 AUG 21 1970

REC-30

12 AUG 14 1970

66-17381-

olson _____
Sullivan _____
Bishop _____
Brennan, C. _____
Callahan _____
Casper _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Tavel _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

b6
b7C
b7E

b6
b7C
b7E

b6
b7C

UNITED STATES GOVERNMENT

Memorandum

CBYs

Mont	_____
Bishop	_____
Brennan, C.D.	_____
Callahan	_____
Casper	_____
Conrad	_____
Felt	_____
Gale	_____
Rosen	_____
Tavel	_____
Walters	_____
Soyars	_____
Tele. Room	_____ b6
Holmes	_____ b7C
Gandy	_____

TO : C. D. Brennan

DATE: 8/3/70

FROM : [redacted]

SUBJECT: RELOCATION ASSIGNMENTS

1 - W. C. Sullivan
1 - C. D. Brennan
1 - [redacted]
1 - [redacted]

0 BUPLANS - Emergency Adjuts, for S.O.G.

In view of the discontinuance of direct personal contacts with other agencies in the Executive Branch, with the exception of the White House and its immediate adjuncts, we have carefully reviewed that area of our plans for operations in the event of an emergency which calls for dispatching specified Bureau Supervisors to relocate with the major agencies should a general relocation be ordered. We believe that we can adequately handle our emergency functions by [redacted]

The readjustment we propose will mean that Agents will no longer relocate with [redacted]

In the past the Supervisors scheduled to relocate with these agencies have been the Supervisors who were regularly maintaining contact with them and were personally known to their officials. It was considered that they would be able, because of their already developed contacts, to secure and report in advance plans and developments of possible interest to the Bureau. As the previous relationship no longer exists, we believe that the two Supervisors recommended will prove adequate.

ACTION:

EX-100

REC-30 66-17381-3387

If approved, our Defense planning will be amended as outlined above.

WPD:maZ
(5)

AUG 11 1970

51 AUG 20 1970

66-17381

NAT. INT. SEC.
Research Sec.

UNITED STATES GOVERNMENT

Memorandum

1 - Mr. G. C. Moore
1 - Mr. W. R. Wannall

Tolson _____
Jullivan _____
Mohr _____
Bishop _____
Brennan, C.D. _____
Callahan _____
Casper _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Tavel _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

TO

DATE: 8/5/70

FROM

SUBJECT: VITAL RECORDS MAINTAINED AT
BUPLANS

o Buplans - Emergency Headquarters

In view of the reorganization of the Domestic Intelligence Division, the following changes should be made in the records stored at

Records labeled "Liaison Section" should be relabeled "Research Section."

The Foreign Operations Policy Manual and Interdepartmental Intelligence Conference material should be removed from those records and filed with those of the Nationalities Intelligence Section.

The Agitator Index should be removed from the records of the Racial Intelligence Section and filed with those of the Research Section.

The Key Facilities List, Security Index Monthly List broken down by field offices, the Security Index Cards, Master Search Warrant cards, the Attorney General's Portfolio for the Emergency Detection Program, DETPRO Surveys for each field office, SAC letters concerning DETPRO, and the DETPRO Summary for use by the Bureau's Chain of Command should be removed from the records maintained by the Internal Security Section and filed with those of the Research Section.

ACTION:

Refer to the SAC, [redacted] for handling.

WPD:emj EMJ
(5)

REC-79

EX-109

60 AUG 19 1970

12 AUG 14 1970

66-17381

UNITED STATES GOVERNMENT

Memorandum ROUTE IN ENVELOPE

Tolson _____
DeLoach _____
Walters _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. W. A. Branigan

DATE: August 14, 1970

FROM : Mr. L. Whitson

SUBJECT: BUPLANS - EMERGENCY HEADQUARTERS FOR S.O.
VITAL RECORDS TO [REDACTED]

Attached for SAC, [REDACTED] is a list captioned
"Soviet, Satellite and Cuban Personnel, Chicago, WFO and
New York 8/1/70." This should be filed in the Prodip folder
and the list for July 1, 1970, should be destroyed.

Enclosure

- 1 - SAC, [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Mr. Branigan
- 1 - Mr. Whitson

LW:as
(5)

b6
b7C
b7E

REC-31

EX 105

44-17381-3389

4 AUG 21 1970

b7E

Handled by [REDACTED]
8-18-70 [REDACTED]

6 AUG 31 1970

7358

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. C. D. Brennan *CD Brennan*

DATE: August 11, 1970

FROM :

roepm

b6

b7C

Tolson _____
Sullivan _____
Mohr _____
Bishop _____
Brennan, C.D. _____
Callahan _____
Casper _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Tavel _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

SUBJECT: RELOCATEES TO OFFICE OF
EMERGENCY PREPAREDNESS (OEP)
SPECIAL FACILITY

BUPLANS - EMERGENCY HEADQUARTERS

FOR S.O.G.

By attached letter, 7-30-70, OEP relates that it will stock a supply of medication which relocatees may require on a regular or continuing basis. Information relative to such medication should be furnished by the relocatee's physician and will be treated as medical - confidential.

ACTION:

1. Employees designated as relocatees to the OEP Special Facility should be apprised of the foregoing information.

2. Medical information from a relocatee's physician should be forwarded to the Buplans desk of the Research Section.

Enclosure

WPD:ljz

(7)

- 1 - Mr. W. C. Sullivan
- 1 - Mr. J. P. Mohr
- 1 - Mr. T. E. Bishop
- 1 - Mr. C. D. Brennan

1
1

WPD

b6

b7C

EX-110

REC-84

66-17381-3390

AUG 24 1970

56 ENCLOSURE
AUG 31 1970

RESEARCH SECTION

66-17381

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2011 BY 60324 uc baw/sab/clb

Date of Mail 9/16/70

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL - Emergency Headquarters
For S.O.H.

Removed By 97 SEP 29 1970

File Number 66-17381-3391

F195

Permanent Serial Charge Out

REQUISITION AND INVOICE / SHIPPING DOCUMENT										SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE 28-April-71	6. REQUISITION NUMBER 1118-0001
1. FROM: F. B. I.										7. DATE MATERIAL REQUIRED		8. PRIORITY	
2. TO: Property Disposal Officer <div style="border: 1px solid black; width: 150px; height: 20px; margin-top: 5px;"></div> <div style="text-align: right; margin-top: 5px;">b7E</div>										9. AUTHORITY OR PURPOSE		11. VOUCHER NUMBER AND DATE	
3. SHIP TO - MARK FOR <div style="text-align: center; margin-top: 10px;">ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 03-17-2011 BY 60324 uc baw/sab/clg</div>										10. SIGNATURE <i>William S. Morrey</i>		12. DATE SHIPPED	
										13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER	
										15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			
4. APPROPRIATION SYMBOL AND SUBHEAD					OBJECT CLASS	EXPENDITURE ACCOUNT (From) (To)		CHARGEABLE ACTIVITY	BUREAU CONTROL ACTIVITY NO.	BUREAU CONTROL NO.	AMOUNT		
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)					UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)	
1.	File Cabinet, 4 drawer, metal <i>LF. 513E</i>					EA	32				35.00		
2.	Electric Heaters, 220 volt Condition R-4					EA	5				30.00		
<i>Adjustments Rec'd 9/23/11 JMK</i>													
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO							17. SPECIAL HANDLING						
RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CONTAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	RECEIPT	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL		
	CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL		
	PACKED BY							POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.		
	TOTAL												

5/2/71

66-5189

REQUISITION AND INVOICE / SHIPPING DOCUMENT

SHEET NO. 10	NO. OF SHEETS 71	5. REQUISITION DATE 10-FEB-71	6. REQUISITION NUMBER 1041-0001
7. DATE MATERIAL REQUIRED		8. PRIORITY	
9. AUTHORITY OR PURPOSE			
10. SIGNATURE		11. VOUCHER NUMBER AND DATE	
12. DATE SHIPPED		13. MODE OF SHIPMENT	
14. BILL OF LADING NUMBER		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.	

1. FROM: [Redacted]

2. TO: Property Disposal Officer, [Redacted] b7E

3. SHIP TO - MARK FOR: [Redacted] b6 b7C

4. APPROPRIATION SYMBOL AND SUBHEAD

OBJECT CLASS (From) EXPENDITURE ACCOUNT (To)

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NO. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	Stone Chairs, Metal	EA	52 + 37 (89)				\$15.00	\$780.00
2.	Chair, desk, wood	EA	4				50.00	150.00
Condition Code R-4								

16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO				17. SPECIAL HANDLING						
18. RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL
	CHECKED BY						QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL
	PACKED BY						POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.
	TOTAL									

REQUISITION AND INVOICE/SHIPPING DOCUMENT

SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE 10-FEB-71	6. REQUISITION NUMBER 1041-0001
7. DATE MATERIEL REQUIRED		8. PRIORITY	
9. AUTHORITY OR PURPOSE b7E			
10. SIGNATURE <i>William M. Mooney</i>		11. VOUCHER NUMBER AND DATE	
12. DATE SHIPPED		13. MODE OF SHIPMENT	
14. BILL OF LADING NUMBER		AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.	

1. FROM: [Redacted]

2. TO: Property Disposal Officer, [Redacted]

3. SHIP TO: MARK FOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2011 BY 60324 uc baw/sab/clc

b6
b7C FEB 11 71 1330G

4. APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	EXPENDITURE ACCOUNT (From) (To)	CHARGEABLE ACTIVITY	BUREAU CONTROL ACTIVITY NO.	BUREAU CONTROL NO.	AMOUNT
-------------------------------------	--------------	------------------------------------	---------------------	-----------------------------	--------------------	--------

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	Steno Chairs, Metal	EA	52				\$15.00	\$780.00
2.	Chair, desk, wood	EA	3				50.00	150.00
<p>Condition Code R-4</p> <p><i>Has disposed of this equipment - Adjustments rec'd 9/23/71</i></p> <p>b7E</p>								

16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO						17. SPECIAL HANDLING					
18. RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CONTAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. RECEIPT	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL
	CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL
	PACKED BY							POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.
	TOTAL										

b7E

REQUISITION AND INVOICE / SHIPPING DOCUMENT										SHEET NO. OF SHEET 10-FEB-71		5. REQUISITION DATE 10-FEB-71		6. REQUISITION NUMBER 1041-0001							
1. FROM: [Redacted]										7. DATE MATERIAL REQUIRED		8. PRIORITY									
2. TO: Property Disposal Officer, [Redacted]										9. AUTHORITY OR PURPOSE		10. SIGNATURE		11. VOUCHER NUMBER AND DATE							
3. SHIP TO - MARK FOR [Redacted]										12. DATE SHIPPED		13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER							
4. APPROPRIATION SYMBOL AND SUBHEAD										CHARGEABLE ACTIVITY		BUREAU CONTROL ACTIVITY NO.		BUREAU CONTROL NO. AMOUNT							
5. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES										UNIT OF ISSUE		QUANTITY REQUESTED		SUPPLY ACTION		TYPE CONTAINER NOS.		UNIT PRICE		TOTAL COST	
(a) (b)										(c)		(d)		(e)		(f)		(g)		(h) (i)	
1. Stone Chairs, Metal										EA		52						\$15.00		\$780.00	
2. Chair, desk, wood										EA		3						50.00		150.00	
Condition Code R-4 [Redacted]										b7E											
16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO										17. SPECIAL HANDLING											
18. RECAPITULATION OF SHIPMENT		ISSUED BY		TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION		TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED		DATE	BY	SHEET TOTAL							
		CHECKED BY								QUANTITIES RECEIVED EXCEPT AS NOTED		DATE	BY	GRAND TOTAL							
		PACKED BY								POSTED		DATE	BY	20. RECEIVER'S VOUCHER NO.							
						TOTAL															

REQUISITION AND INVOICE / SHIPPING DOCUMENT

SHEET NO. 10-71	NO. OF SHEETS 71	5. REQUISITION DATE 10-71	6. REQUISITION NUMBER 1041-0001
7. DATE MATERIAL REQUIRED		8. PRIORITY	
9. AUTHORITY OR PURPOSE			
10. SIGNATURE		11. VOUCHER NUMBER AND DATE	
12. DATE SHIPPED		13. BILL OF LADING NUMBER	
13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER	
15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			

SHIP TO - MARK FOR

4. APPROPRIATION SYMBOL AND SUBHEAD

OBJECT CLASS

EXPENDITURE ACCOUNT

(From)

(To)

CHARGEABLE ACTIVITY

BUREAU CONTROL ACTIVITY NO.

BUREAU CONTROL NO.

AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	Steno Chairs, Metal	EA	52				\$15.00	\$780.00
2.	Chair, desk, wood	EA	3				50.00	150.00
<p>Condition Code R-4</p> <p>b7E</p>								

16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CONTAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. RECEIPT	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL
	CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL
	PACKED BY							POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.
TOTAL											

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. C. D. Brennan

DATE: 11/20/70

FROM : [REDACTED]

SUBJECT: BUPLANS - Emergency Headquarters For S.O.G.

FURNITURE FOR EMERGENCY USE AT [REDACTED]

Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

There are stored in the warehouse [REDACTED]
[REDACTED] 10 Agents' wooden desks, 19 wooden and 47 metal
stenographers' desks, and an appropriate number of chairs.

The wooden furniture is a World War II or Victory
style and the metal furniture is of old vintage. Subsequent
to the designation of [REDACTED] as the Bureau's relocation
site on 9/9/54 this furniture was set aside for emergency
purposes. Due to its age it is felt it should be declared surplus.

The Training Division is in dire need of the space
this furniture occupies to store books and material it is
gathering for its library in [REDACTED] When we occupy
[REDACTED] the office space in our relocation site will
also serve as office space for the faculty. The majority of
the office furniture needed for our relocation site will be
in place and this old furniture in storage will not be needed.

ACTION:

In view of the foregoing it is recommended that this
furniture be declared excess to the Bureau.

WPD:ekn
(8)

ENCLOSURE
ENCLOSURE ATTACHED

- 1 - Mr. W. C. Sullivan
- 1 - Mr. J. P. Mohr
- 1 - Mr. N. P. Callahan
- 1 - Mr. J. J. Casper
- 1 - Mr. C. D. Brennan
- 1 - [REDACTED]
- 1 - [REDACTED]

REC-84
EX-106

66-17381-
DEC 8 - 1970
RECEIVED
RECEIVED

3392
mm

3 NOV 30 1970

RESEARCH SECTION

DEC 21 1970
to turn over to
marine base
for salvage
12/18/70
GK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2011 BY 60324 uc baw/sab/clb

Date of Mail 1/28/71

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject

JUNE MAIL

*- Bu Plans - auxiliary
Space For S.O.H.*

97 FEB 5 1971

Removed By

File Number

66-17381-3393

Permanent Serial Charge Out

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2011 BY 60324 uc baw/sab/clb

Date of Mail 2/24/71

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL - Bu Plans - Emergency
Headquarters for SOA.

Removed By 97 MAR 8 1971

File Number 66-17381-3394

Permanent Serial Charge Out

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2011 BY 60324 uc baw/sab/clg

Date of Mail 3/26/71

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL - Emergency Headquarters

For S.O. A.

97 APR 9 1971

Removed By

File Number

66-17381-3395

Permanent Serial Charge Out

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2011 BY 60324 uc baw/sab/clb

Date of Mail 4/20/71

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL - Bufland - Emergency
Headquarters For S.O.D.

Removed By

97 MAY 10 1971

File Number

66-17381-3396

~~1052~~

Permanent Serial Charge Out

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2011 BY 60324 uc baw/sab/clg

Date of Mail 5/24/71

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL - Emergency Headquarters
For S.O.A.

Removed By 97 JUN 8 1971

File Number 66-17381-3397

~~SECRET~~

Assistant Attorney General
for Administration

Director, FBI

1 - Mr. Sullivan
June 16, 1971

1 - Mr. Mohr
1 - Mr. N. P. Callahan
1 - Mr. Tavel
1 - Mr. C. D. Brennan
1 - [redacted]
1 - [redacted]

VITAL RECORDS PROTECTION STATUS REPORT

Buplans Emergency Headquarters For S.C.R.
Attached are two copies each of General Services
Administration Vital Records Protection Status Report forms
2034 and 2035 relative to our vital records.

mz
[redacted] of your office asked that
these forms be referred to him as he will coordinate the
forms for all segments of the Department of Justice.

Upon removal of classified enclosures, this
transmittal letter becomes unclassified.

W
Enclosures (4)

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-17-2011

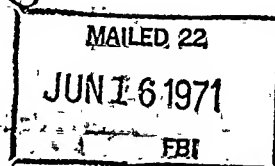
WPD:ekn *ekn*
(10)

NOTE:

See memorandum [redacted] to Mr. C. D. Brennan,
dated 6/15/71, captioned "Buplans, Vital Records," and pre-
pared by WPD:ekn. [redacted] from Office of
Assistant Attorney General for Administration, [redacted]
telephonically requested on 6/14/71 that forms be referred to
him.

Tolson _____
Sullivan _____
Mohr _____
Bishop _____
Brennan, C.D. _____
Callahan _____
Casper _____
Conrad _____
Dalbey _____
Felt _____
Gale _____
Rosen _____
Tavel _____
Walters _____
Soyars _____
Beaver _____
Tele. Room _____
Holmes _____
Gandy _____

me
ENCLOSURE



~~SECRET~~

REC-26

JUN 22 1971

JUN 30 1971

MAIL ROOM ☐ TELETYPE UNIT ☐

~~SECRET~~

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

VITAL RECORDS PROTECTION STATUS REPORT
(PART I - EMERGENCY OPERATING RECORDS)

PROGRAM STATUS AS OF (Month, day, year)

June 30, 1971

INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report shall be prepared for bureau level or above and shall incorporate subordinate unit program reports before being submitted to GSA. Use plain bond paper to complete any report items.

TO: General Services Administration
National Archives and Records Service
Office of Federal Records Centers
Washington, D.C. 20408

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-17-2011

2. DEPARTMENT OR AGENCY

3. BUREAU OR SERVICE

Department of Justice

Federal Bureau of Investigation

4. REPORT COVERS

☐ a. TOTAL ORGANIZATION ☐ b. OTHER (Specify)

5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)

9th and Pennsylvania Ave., N.W., Washington, D. C. 20535

6. OVER-ALL PROGRAM STATUS

OBJECTIVES

CHECK ONE

COMPLETE (1)	INCOMPLETE (2)
-----------------	-------------------

a. PLANS FOR PRESERVING EMERGENCY OPERATING RECORDS

X

b. EMERGENCY ORGANIZATIONAL AND MANNING RECORDS (READINESS) PRELOCATED

X

c. EMERGENCY SUBSTANTIVE AND PROCEDURAL RECORDS (OPERATING) PRELOCATED

X

d. RECORDS NOT PRELOCATED MARKED FOR EMERGENCY-MOVEMENT

X

e. EQUIPMENT NEEDED FOR USE OF PRELOCATED RECORDS PROVIDED

X

7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS

COMPLETE NO.

INCOMPLETE NO.

8. PERCENT OF OVER-ALL PROGRAM COMPLETED AND MAINTAINED CURRENT

PERCENT

100%

9. MAJOR LOCATION(S) OF PROTECTED RECORDS

(YES OR NO)

UNITS OF
ORIGIN

ADDRESSES

SPACE
PROTECTED

IN. OR ACCESSIBLE
TO. EMERGENCY
OPERATING FACILITY

RECORDS
IN USABLE
FORM

RECORDS
COMPLETE

FBI Classified Relocation Site

Yes

Yes

Yes

Yes

10. PROGRAM REVIEWED

☐ a. ANNUALLY

☒ b. SEMIANNUALLY

☐ c. OTHER (Specify)

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

ENCLOSURE

~~SECRET~~

GROUP 1

Excluded from automatic
downgrading and
declassification

SECRET

13.

DESCRIPTION OF RECORDS AT LOCATION(S)

LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS

RECORDING MEDIUM (Paper,
microfilm, punch-cards, etc.)

Fingerprint records (limited number)	microfilm
Training material	paper
Policy and Operations Manuals	paper
Government Travel Requests	paper
Civil Service Commission personnel instructions	paper
Salary tables	paper
Communications operating instructions (provided by Office of Emergency Preparedness and Interagency Communications System	paper
Censorship	paper
Federal Bureau of Investigation programs	paper & microfilm
Intelligence Albums and Summaries	paper
Key Facilities List	paper
Indexes relating to programs	paper
Handwriting specimens - limited	paper
Emergency Plans	paper
Emergency Procedures - Department of Justice	paper
Essential Interdepartmental Intelligence Conference Records	microfilm
Presidential Emergency Action Documents	paper
Office of Emergency Preparedness Emergency Preparedness Documents	paper
General Services Administration Emergency Documents	paper
Radio Frequency Data	paper
Cryptanalysis materials	paper
Materials for limited Laboratory examinations	paper

14.

REPORTED BY (Official responsible for Vital Records Program)

b6

2

SIGNATURE

NAME

b7C

Defense Plans Coordinator

ORGANIZATIONAL UNIT

Federal Bureau of Investigation

TELEPHONE NO. (Or code) AND EXT.

175 ext. 2005

SECRET

SECRET

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

PROGRAM STATUS AS OF (Month, day, year)

VITAL RECORDS PROTECTION STATUS REPORT
(PART II - RIGHTS AND INTERESTS RECORDS)

June 30, 1971

INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report is to be filled-out for the same reporting element for which GSA Form 2034, dealing with emergency operating records, was completed.

TO: General Services Administration
National Archives and Records Service
Office of Federal Records Centers
Washington, D.C. 20408DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-17-2011

2. DEPARTMENT OR AGENCY

Department of Justice

3. BUREAU OR SERVICE

Federal Bureau of Investigation

4. REPORT COVERS

☐ a. TOTAL ORGANIZATION ☐ b. OTHER (Specify)

5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)

9th and Pennsylvania Ave., N.W., Washington, D. C. 20535

6.

OVER-ALL PROGRAM STATUS

OBJECTIVES

CHECK ONE

COMPLETE
(1)INCOMPLETE
(2)

a. PLANS FOR PRESERVING RIGHTS AND INTERESTS RECORDS

b. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY EMPLOYEES PRESERVED

c. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF PUBLIC (CITIZENRY) PRESERVED

d. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY PRESERVED

7. STATUS OF RECORDS OF MAJOR
PARTICIPATING UNITS

COMPLETE NO.

INCOMPLETE NO.

8. PERCENT OF OVER-ALL PROGRAM COM-
PLETED AND MAINTAINED CURRENT

PERCENT

100%

9. MAJOR LOCATION(S) OF RECORDS DEPOSITORIES

(YES OR NO)

UNIT OF
ORIGIN

ADDRESSES

SPACE
PROTECTEDRECORDS
COMPLETE

FBI

CLASSIFIED RELOCATION SITE

Yes

Yes

10. PROGRAM REVIEWED

☐ a. ANNUALLY ☒ b. SEMIANNUALLY ☐ c. OTHER (Specify)11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM
INCOMPLETE UNDER ITEMS 6 AND 8.12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL
YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE
UNDER ITEMS 6 AND 8.

SECRET

GROUP 1

Excluded from automatic
downgrading and
declassification

~~SECRET~~

13.

DESCRIPTION OF RECORDS AT LOCATION(S)

LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS.....

RECORDING MEDIUM (Paper,
microfilm, punch-cards, etc.)
b.

Insurance
Payroll
Retirement
Annual Leave

paper
paper
microfilm
paper

14.

REPORTED BY (Official responsible for Vital Records Program)

b6

SIGNATURE

b7C

Defense Plans Coordinator

ORGANIZATIONAL UNIT

Federal Bureau of Investigation

TELEPHONE NO. (Or code) AND EXT.

175 ext. 2005

GSA DC 68-13016

~~SECRET~~

-2-

GSA FORM APR 68 2035 BACK

DATE 03-17-2011 BY 60324 uc baw/sab/cls

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. C. D. Brennan

DATE: 6/15/71

FROM

SUBJECT ~~BUPLANS~~ -
VITAL RECORDS

1 - Mr. Sullivan
1 - Mr. Mohr
1 - Mr. N. P. Callahan

1 - Mr. Tavel
1 - Mr. C. D. Brennan
1 -
1 -

Sullivan _____
 Mohr _____
 Bishop _____
 Brennan C.D. _____
 Callahan _____
 Casper _____
 Conrad _____
 Dalbey _____
 Felt _____
 Gale _____
 Rosen _____
 Tavel _____
 Walters _____
 Soyars _____
 Beaver _____
 Tele. Room _____
 Holmes _____
 Gandy _____

OBUPANS - EMERGENCY HEADQUARTERS FOR S.O.C.

Annual reports relative to the readiness and safeguarding of records needed for emergency operations are to be submitted by 6/30/71 and are due at the General Services Administration (GSA) within 10 working days thereafter. As we submit our reports to the Department, there is attached for approval a letter to the Department enclosing the reports.

Since 1954 we have been submitting information to the Department annually on indispensable records for emergency use. Prior to the reporting date in 1968, GSA published a new handbook entitled "Federal Vital Records Program" providing guidance relative to selection, storage, and so forth of vital records. The handbook calls for the submission of GSA forms 2034 relative to emergency operating records and 2035 relative to rights and interests records. The forms ask for the status of plans for preserving operating records, if records have been prelocated, if equipment available for use of microfilm records; the location of our records, and whether they are protected, accessible to our emergency facility, and in useful form. In addition, they ask for a listing of records by general headings.

We have carefully studied our records over the years and have sufficient records at our relocation site with which to operate in an emergency. As last year, the forms have been filled out to so indicate and our records have been listed under general headings.

ACTION:

If approved, the attached letter will be sent to Assistant Attorney General for Administration, enclosing executed forms relative to the status of our vital records. The letter and the forms are classified "Secret", as some documents mentioned in the forms are so classified.

Enclosures 18741

WPB:ekn (8)

EX-100

REC 20 66-17381-3399

JUN 28 1971

5-WPA
DSD
jam

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-17-2011 BY 60324 uc baw/sab/clb

Date of Mail 6/25/71

Has been removed and placed in the Special File Room of Records Branch.


See File 66-2554-7530 for authority.

Subject JUNE MAIL - Bureau War Plans -
Emergency Headquarters For S.O.G.

9 JUL 13 1971

Removed By _____

File Number 66-17381- 3400



Permanent Serial Charge Out

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. C. D. Brennan

DATE: July 7, 1971

FROM : [redacted] *PKP*

b6
b7C

SUBJECT: BUPLANS
RELOCATION OF ASSOCIATE DIRECTOR TOLSON

Tolson _____
Sullivan _____
Mohr _____
Bishop _____
Brennan _____
Callahan _____
Casper _____
Conrad _____
Dalbey _____
Felt _____
Gale _____
Rosen _____
Tavel _____
Walters _____
Soyars _____
Beaver _____
Tele. Room _____
Holmes _____
Gandy _____

Under present defense planning Inspector [redacted] will coordinate the relocation of Mr. Tolson in the event of emergency relocation. In view of [redacted] pending retirement from the Bureau, it is requested the Research Section be advised who will function for [redacted] in the above-mentioned capacity so that Bureau defense plans may be promptly brought up to date.

b6
b7C

ACTION:

Upon receipt of above information the Defense Plan for Mr. Tolson's Office and other defense planning documents will be revised.

DBB:kaf
(7)

- 1 - Mr. W. C. Sullivan
- 1 - Mr. J. P. Mohr
- 1 - Mr. N. P. Callahan
- 1 - Mr. C. D. Brennan
- 1 - Mr. [redacted]
- 1 - Miss D. B. Barnard

EX-105

REC 17

66-17381-340

b6
b7C

7/8/71 Suggest J-LT

REC'D AUG 11 1971

JUL 14 1971

Defense Plan for
Mr. Tolson's office
revised 7-13-71
DBB

JUL 1 2 52 PM 1971

54 JUL 26 1971
47

66-17381

PERS. REC. UNIT

1 - Mr. W. C. Sullivan
1 - Mr. Mohr
1 - Mr. C. D. Brennan
1 -

b6
b7C

EX-114

REC-34

66-17381-3402

BY COURIER SERVICE

Date: July 28, 1971

To: Chief
Exercises and Facilities Division
Office of Emergency Preparedness
Room 125
Winder Building
Washington, D. C.

b6
b7C

From: John Edgar Hoover, Director

Subject: REPRODUCTION REQUIREMENTS OF
FEDERAL DEPARTMENT/AGENCIES
AT THE EXERCISES AND FACILITIES DIVISION

Reference is made to your letter to our Defense Coordinator, dated July 20, 1971, and captioned as above.

As you are aware, we have only nine officials and their secretarial staffs from this Bureau who are scheduled for relocation at your Exercises and Facilities Division (EFD). They are our top policy makers and it is not expected they would generate quantities of documents which would require reproduction. Our day-to-day operations from which most of our paper will be generated will be carried out at our Headquarters relocation site.

I cannot foresee any need for more than a minimum amount of reproduction by a Xerox machine or similar copier. We will keep your request in mind and you will be advised if our needs in this regard increase.

Tolson _____
Felt _____
Sullivan _____
Mohr _____
Bishop _____
Brennan, G.D. _____
Callahan _____
Casper _____
Conrad _____
Dalbey _____
Gale _____
Ponder _____
Rosen _____
Tavel _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

WPD:ekn
(8)

BY COURIER SVC.
JUL 28 7 1971
FBI

58 AUG 4 - 1971

MAIL ROOM ☐ TELETYPE UNIT ☐

SEE NOTE PAGE TWO

[redacted] Chief
Exercises and Facilities Division
Office of Emergency Preparedness

b6
b7C

NOTE:

[redacted] by attached letter asked for our requirements for reproduction equipment necessary to carry out our emergency responsibilities at the EFD during an emergency. Our day-to-day emergency operations will be carried out from our relocation site at [redacted]. It cannot be envisioned that anything but the minimum amount of reproduction will be required by our top officials who will relocate at EFD. It is felt that we cannot make a more definite prediction relative to our requirements for reproduction equipment at EFD during emergency operations and foregoing answer should suffice for [redacted].

b6
b7C
b7E

Domestic Intelligence Division

INFORMATIVE NOTE

Date July 26, 1971

Attached letter from Office of Emergency Preparedness (OEP) asks for our requirements for reproduction equipment necessary to carry out our emergency responsibilities at its Exercises and Facilities Division (EFD) during an emergency.

We have nine officials and their secretarial staffs scheduled for relocation at EFD. Requirement for such equipment would be minimal as our day-to-day operations would be carried out from our relocation site at . An answer will be prepared for OEP advising that our requirements would be minimal.

b7E

b6
b7C

WPD:ekn

WPA

C/S

P/S

R/S

WBS

H/S

J/S

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 03-17-2011 BY 60324 uc baw/sab/clc

OEP
let to Bureau
WPD:ekn 7-28-71

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 03-17-2011 BY 60324 uc baw/sab/cls

Date of Mail 7/28/71

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL - Bu Plans - Emergency
Headquarters for S.O.D.

Removed By 97 AUG 24 1971

File Number 66-17381-3403

1349

Permanent Serial Charge Out

~~CONFIDENTIAL~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-23-2011

BY COURIER SERVICE

Date: August 25, 1971

1 -
1 -

b6
b7C

To: Chief, Security Branch
Office of Emergency Preparedness
Room 116, Winder Building
Washington, D. C.

From: John Edgar Hoover, Director

Subject: PERSONNEL DESIGNATED FOR RELOCATION
TO OFFICE OF EMERGENCY PREPAREDNESS
SPECIAL FACILITY

BY COURIER SVC.

FCD

5 7 AUG 25

FBI

Plans Emergency Headquarters for SC

It is requested that Mr. James B. Adams be added to the list of personnel of this Bureau designated for relocation to the Special Facility of your agency. [redacted] information form for Mr. Adams have been furnished to you. The name of Mr. William S. Hyde should be deleted from this list. His pass has been returned to you.

ST-102

b7E

WPD:ekn
(5)

NOTE:

Office of Emergency Preparedness (OEP) has been furnished the list of personnel designated for relocation. This is to add Mr. Adams and delete Mr. Hyde. This letter is classified "Confidential" since all references to the OEP Special Facility are so classified.

Tolson
Felt
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Dalbey
Gale
Ponder
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

~~CONFIDENTIAL~~

GROUP 1

Excluded from automatic
downgrading and
declassification

50 SEP 7 1971

MAIL ROOM ☐ TELETYPE UNIT ☐

AUG 25 1971

REC-20 66-17381-3404
pdcm

CRPS
DJD
gjm

wde

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cis

Date of Mail 8124171

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL - Bu Plans - Emergency Head-
quarters bon S.O.A.
Removed By 97SEP 9 1971
File Number 66-17381-3405

Permanent Serial Charge Out

Date: August 27, 1971

To: ICS Security Officer
c/o Washington Complex Division
Code 320.3
Defense Communications Agency
Washington, D. C. 20305

From: John Edgar Hoover, Director

Subject: COMMUNICATIONS TRAINING

Buplans - Emergency Headquarters For S.O.G.

Employees of this Bureau on enclosed list have been selected to attend the Federal Agency Communications Section (FACS) training facility for three days each on dates indicated thereon. Each of these employees was granted Top Secret (TOPSEC) clearance on a need-to-know basis, and granted cryptographic access on dates indicated by the FBI.

EX-102

Enclosure

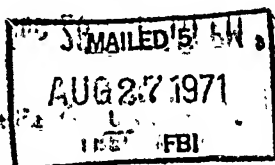
- 1 - Mr. Casper, Attn: Mr. Hyland (sent direct)
1 - Mr. Newpher (sent direct) REC-24
1 - Personnel file of [redacted]

and [redacted]
ACF:geb
(10)

b6
b7C
9-1
AUG 30 1971

NOTE: These employees among Bureau employees requiring training in interagency communications equipment so they can operate it at Bureau's emergency relocation site as Buplans evacuees. No charge to Bureau for school, located at the Winder Building, 604 17th Street, Northwest, Washington, D. C.

Address as specified in ICS Manual, Interagency Communications System, Manual 209A.



MAIL ROOM ☐ TELETYPE UNIT ☐

Tolson _____
Felt _____
Sullivan _____
Mohr _____
Bishop _____
Brennan, C.D. _____
Callahan _____
Casper _____
Conrad _____
Dalbey _____
Gale _____
Ponder _____
Rosen _____
Tavel _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

Fisher

b6
b7C

Name

Date and Place of Birth

Granted
TOPSEC
Clearance

Granted
Crypto
Access

FACS
Classes
1971

3/15/71

6/10/71

9/20-21-22

9/8/69

10/29/70

9/27-28-29

7/20/70

9/30/70

10/4-5-6

7/5/66

1/8/71

11/1-2-3

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
Felt _____
Sullivan _____
Mohr _____
Bishop _____
Brennan, C. _____
Callahan _____
Casper _____
Conrad _____
Dalbey _____
Gale _____
Ponder _____
Rosen _____
Tavel _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. C. D. Brennan

1 - Mr. Sullivan
1 - Mr. Mohr
1 - Mr. N.P. Callahan

DATE: 8/30/71

FROM

1 - Mr. Brennan

1 -

1 -

SUBJECT: ~~PERSONNEL DESIGNATED FOR RELOCATION TO~~
~~THE OFFICE OF EMERGENCY PREPAREDNESS (OEP)~~
~~SPECIAL FACILITY~~

Bureau War Plans Emergency Headquarters for S.O.G.

By attached letter OEP advises that it is changing, for security reasons, [redacted] of all of those people who are designated to relocate to the Special Facility in an emergency. [redacted]

b7E

The following will need [redacted]

Mrs. Metcalf

Mr. Sullivan

Mr. Donahoe

Mr. Bishop

Mr. Mohr

Mr. Sizoo

Forms & photos forwarded to OEP by courier 9-23-71 w/2 pages

b6
b7C

Recently, [redacted] forms for the Director, Mr. Tolson, Mr. Felt, and Mr. Adams were furnished to OEP and will suffice for this purpose.

b7E

ACTION:

- (1) If approved, a copy of this memorandum and a [redacted] will be forwarded to those requiring [redacted] and will provide authorization for executing the forms.

b7E

ENCLOSURE

- (2) If approved, the [redacted]

b7E

Enclosure

62 SEP 27 1971

46-17381 RESEARCH SECTION
PERS-REC-UNIT

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. C. D. Brennan *B/s*

DATE: 7/30/71

FROM :

[Redacted]

b6
b7C

SUBJECT:

RELOCATION OF THE DIRECTOR AND MR. TOLSON

JOINT EMERGENCY EVACUATION PLAN (JEEP)

BUPLANS

*Emergency Headquarters
for S.O.G.*

near
Tolson _____
Felt _____
Sullivan _____
Mohr _____
Bishop _____
Brennan, C.D. _____
Callahan _____
Casper _____
Conrad _____
Dalbey _____
Gale _____
Ponder _____
Rosen _____
Tavel _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

Attached is a letter from Office of Emergency Preparedness (OEP) relative to [Redacted] relocate the Director and Mr. Tolson in an emergency. Letter relates [Redacted]

[Redacted]

b7E

Enclosed to OEP letter are two copies each of instructions

[Redacted]

b7E

OEP asked that [Redacted]

[Redacted]

b7E

If approved, Photographic Unit should prepare 3 copies each for this purpose.

RECOMMENDATION:

[Redacted]

b7E

Encs.

- 1 - Mr. Sullivan
- 1 - Mr. Mohr
- 1 - Mr. Felt
- 1 - Mr. Callahan
- 1 - Mr. Brennan

ENCLOSURE

ENCLOSURE ATTACHED

16 SEP 17 1971

51 SEP 2

WPD:mea (8)

b6
b7C

EX-103

5-WPP

part

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/clb

Date of Mail

9/20/71

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject

JUNE MAIL - Bureau War Plans
Emergency Headquarters For S.O.G.

Removed By

97 OCT 4 1971

File Number

66-17381-3409

Permanent Serial Charge Out

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
Felt _____
Rosen _____
Mohr _____
Bishop _____
Miller, E.S. _____
Callahan _____
Casper _____
Conrad _____
Dalbey _____
Cleveland _____
Ponder _____
Bates _____
Tavel _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. Mohr

DATE: October 14, 1971

FROM : J. J. Casper

SUBJECT: DEFENSE PLANS
TRAINING DIVISION
VITAL RECORDS AT [REDACTED]

b7E

By memorandum dated 10/1/54, G. C. Gearty to Mr. Harbo, entitled "Emergency Planning, Training Section Lecture Files," Mr. Tolson approved the retention of duplicate copies of the lecture files of the Training Division at the relocation site at [REDACTED] (copy of memo attached)

b7E

It is believed that retention of duplicate copies of the lecture files and reference material at the relocation site would serve no useful purpose in the event of an emergency and we are recommending that this be discontinued.

RECOMMENDATIONS:

1. That retention of duplicate copies of lecture files and reference material at relocation site at [REDACTED] be discontinued.

b7E

2. That upon approval, this memorandum be forwarded to the Defense Plans Desk, Domestic Intelligence Division, Room 1006, 9th and D, for appropriate handling.

Enclosure

1 - Mr. Mooney
1 - Mr. Gump
TJJ/hcv
(4)

ST-109

REC-46

6 OCT 27 1971

54 NOV 1 1971

ENCLOSURE

handled
10/26/71
wm

2-WM

DEFENSE PLANS - EMERGENCY HEADQUARTERS FOR S.O.G.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo *RH*

DATE: 10/1/54

FROM : G. C. Gear *GH*SUBJECT: *X* EMERGENCY PLANNING
X TRAINING SECTION LECTURE FILES

Tolson ☒
Boardman ☒
Nichols ☒
Belmont ☒
Harbo ☒
Mohr ☐
Parsons ☐
Rosen ☐
Tamm ☐
 Sizoo ☐
Winterrowd ☐
Tele. Room ☐
Holloman ☐
Gandy ☐

Pursuant to the suggestion of Special Agent J. E. McArdle, Supervisor of Emergency Planning, the lecture files of the Training Section have been reviewed. Duplicate copies of pertinent material necessary for retention in the event of an emergency has been segregated in one file cabinet #301. By way of preparedness, this cabinet should be moved to [redacted] which I understand to be the relocation center for Training and Inspection Division.

RECOMMENDATION:

That the one cabinet containing duplicate copies of essential pertinent training material be moved to [redacted] for use in an emergency period.

*RH 10-4**OK 1074**1074**66-17381-440*

29 OCT 11 1954

RECORDED-45

INDEXED-45

EX-107

66-17381-

ENCLOSURE

61 OCT 29 1954

sent to [redacted]
10/7/54 Via Bureau
Thanks - /gm.

*0 Bureau War Plans Auxiliary Space
For 5.0.6.*

CED:nfp

OCT 4 10 25 AM '54

McArdle
3410
2-M
FILES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/clb

Date of Mail 10/26/71

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL - Bufile Emergency Headquarters
for S.O.G.

Removed By 97NOV9 1971

File Number 66-17381-3411

Permanent Serial Charge Out

UNITED STATES GOVERNMENT

Memorandum

TO : MR. WALTERS *[Signature]*

DATE: 11-16-71

FROM : C. A. Harris *[Signature]*

SUBJECT: BUPLANS
MICROFILMING OF PERSONNEL FINGERPRINTS

Tolson _____
Felt _____
Rosen _____
Mohr _____
Bishop _____
Miller, E.S. *[Signature]*
Callahan _____
Casper _____
Conrad _____
Dalbey _____
Cleveland _____
Ponder _____
Bates _____
Tavel _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

In accordance with an established plan, the personnel fingerprint cards of all Bureau employees are completely remicrofilmed every two years. The current remicrofilming of the records has just been completed, requiring ten rolls of film.

The film has been hand carried to for storage at which time all previously microfilmed records of the fingerprints of Bureau personnel were destroyed.

b7E

RECOMMENDATION:

For record,

1 - SAC

b7E

BUplans Emergency
Headquarters for S.O.G.

RGW:alb
(4)
RHB

A

REC-28 66-17381-3412

EX-100

7 NOV 19 1971

58NC

RESEARCH SECTION

REC-65

66-17381-3413

November 9, 1971

PERSONAL

EX-117

[Redacted]
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear [Redacted]

Your suggestion has been received that the tapes which contain certain payroll information be furnished to a particular location on a biweekly basis. It is a pleasure for me to advise you this proposal is being adopted and steps are being taken to place it into effect.

I appreciate the interest and initiative which prompted you to submit your idea to me.

MAILED 20

NOV 9 - 1971

FBI

Sincerely yours,

1 - Mr. Callahan

1 - Personnel file of [Redacted]

ML:alz

(5) alz

(Suggestion 315-72 dated 10/28/71)

b6
b7C

NOTE: Based on memorandum M. F. Row to Mr. Callahan, WMR:njd, 10/28/71, re: [Redacted], Voucher- Statistical Section, Administrative Division, EOD 6/14/43; GS-14; \$23,591, Suggestion #315-72. b7E-

Training Division raised the question of having these tapes at [Redacted] since we have no computer at this location. Administrative Division advises there is computer equipment currently available at [Redacted] and, in fact, one of our employees has received extensive training in the Center. Further, we do not know what our situation would be in event of a natural disaster, an atomic attack or even a local explosion which would destroy our computer equipment, including tapes at Bureau headquarters. Should this occur, it would be to our advantage to have a duplicate magnetic

(NOTE Continued on Page 2)

MAIL ROOM [] TELETYPE UNIT []

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

Letter to [REDACTED]

NOTE: Continued:

tape at [REDACTED] as a backup system so a payroll could be created without necessity of creating computer readable material from master list. If any computers at all were available in event of a disaster, we certainly should be able to borrow sufficient computer time to run off tape in question. Under current procedures, a duplicate copy of Master Payroll and Statistics can be run off with negligible expenditure of time and money. Due to these views, Training Division has no objection to adoption. On approval, this letter will serve as authority for Administrative Division to place procedure into effect.

*placed into effect in
voucher - stat section
11/17/71*

b6
b7C
b7E

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Callahan

DATE: 10/28/71

FROM : M. F. Row

SUBJECT: [REDACTED]

Voucher-Statistical Section
Administrative Division
EOD 6/14/43; GS-14; \$23, 591
SUGGESTION #315-12

b6
b7C

Tolson _____
Felt _____
Rosen _____
Mohr _____
Bishop _____
Miller, E.S. _____
Callahan _____
Casper _____
Conrad _____
Dalbey _____
Cleveland _____
Ponder _____
Bates _____
Tavel _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

Attached is a suggestion from captioned employee that in addition to the Master List of Bureau Payroll (contains all payroll information for Bureau employees), which is sent to [REDACTED] bi-weekly, a copy of the Master Payroll and Statistics magnetic tapes also be sent to [REDACTED] on a bi-weekly basis. At present the Bureau's defense plans require that a copy of the Master List of Bureau Payroll be sent to [REDACTED] bi-weekly so that in case of disaster at Seat of Government the information necessary to create a payroll be available for Bureau use. [REDACTED] suggests that the sending of these magnetic tapes to [REDACTED] would eliminate the work necessary to create computer readable material from the Master List.

b6
b7C
b7E

This suggestion has merit and should be adopted.

RECOMMENDATION:

That [REDACTED] suggestion be adopted.

b6
b7C

Enclosure

WMR:njd
(5)

1

b6
b7C

REC-65

EX-117

66-17381-3413

15 NOV 19 1971

SEE ADDENDUM OF ADMINISTRATIVE DIVISION STREAMLINING
COMMITTEE PAGE 2

Set of apph.
ML:alz
11/9/71

2 files
OVER

ADDENDUM OF ADMINISTRATIVE DIVISION RKW:llj 11/1/71
STREAMLINING COMMITTEE

This suggestion has been reviewed by the Committee and no objection noted. Mr. Dunphy sees no objection; however, the suggestion should be discussed with the Domestic Intelligence Division, Buplan Desk.

RECOMMENDATION:

That the Training Division refer this suggestion to the Domestic Intelligence Division.

*Buplan
Silly DED
from me
11/5/71
JLR*

ADDENDUM OF ADMINISTRATIVE DIVISION, 11-5-71; EWW:JLK

The question has been raised that magnetic tapes containing payroll information would serve no good purpose at [] in the absence of computers available at this location to process the tapes and that cost for a standby computer at [] would be prohibitive. It is not felt that this objection is valid for several reasons. In the first place, there is computer equipment currently available at [] and, in fact, one of our employees has received extensive training in []. Further, we do not know what our situation would be in the event of a natural disaster, an atomic attack or even a local explosion which would destroy our computer equipment, including our tapes here at Bureau headquarters. Should this occur it would be to our advantage to have a duplicate magnetic tape at [] as a back-up so that we could create a payroll without the necessity of creating computer readable material from the master list. If any computers at all were available in the event of a disaster, we certainly should be able to borrow sufficient computer time to run off the tape in question. It should be remembered that under current procedures running off a duplicate copy of the Master Payroll and Statistics, magnetic tape can be handled with negligible expenditure of time and money. Accordingly, it is felt this suggestion should be approved.

b7E

#315-12

Date

10/28/71

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
Administrative

SUGGESTION

In addition to Master List of Bureau payroll which is sent to [redacted] bi-weekly, that a duplicate copy of the Master Payroll and Statistics magnetic tapes also be sent to [redacted] on a bi-weekly basis.

Current practice or rule (Include manual citation as well as facts)

Master List of Bureau Payroll sent to [redacted] bi-weekly in accordance with Defense Plans, Section 5, Page 1.

Advantages of suggestion and annual savings (Include basis for estimate)

In case of a disaster resulting in total loss of the FBI computer center and contents, these duplicate magnetic tapes at [redacted] would be computer readable tapes that would be available for Bureau use. Current system of just a backup listing would require a great amount of work to be made computer readable.

BUPLANS EMERGENCY HEADQUARTERS FOR S.O.G.

Disadvantages of suggestion

None to my knowledge. Cost would be negligible.

(The use by the United States of my suggestion shall not form the basis of any claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [redacted] suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Suggester

Recommendations and comments of Division Head

EX-117

15 NOV 19 1971

Signature and Title

(Do not write in this space - for Bureau use only)

54 DEC 11 1971

2-11-71

5-113 (1-10-61)

Domestic Intelligence Division

INFORMATIVE NOTE

Date 11-19-71

Office of Emergency Preparedness (OEP) is establishing an information system relative to individuals who are scheduled for relocation to its Emergency Operating Facility (EOF) during an emergency. OEP feels the information will be of assistance to those operating the EOF as well as to each agency which has personnel scheduled to relocate at EOF. OEP provided forms to be completed by each relocatee for this purpose.

If approved the Buplans Desk will complete the form for each relocatee to the extent possible and solicit the remainder of the information from the relocatee.

WPD:mea

WPD

Handwritten signatures and initials:
E.M.s, SP/KM, and other illegible marks.

66-17381 - 3415
ENCLOSURE

BY COURIER SERVICE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 03-23-2011 BY 60324 uc baw/sab/clc

Federal Bureau of Investigation

12-8-71

Chief

Exercises and Facilities Division
Office of Emergency Preparedness
Room 125, Winder Building
Washington, D. C.

File copy

b6
b7C

Reference your letter dated 11-18-71
captioned "Information Management System."

Dear Sir:

- ☐ 1. For your information, I am enclosing communications which may be of interest to you.
- ☐ 2. It will be appreciated if you will have the investigation conducted as requested in the enclosed memorandum and furnish the results.
- ☐ 3. No further investigation is contemplated with regard to this matter.
- ☐ 4. You will be advised of the pertinent developments in connection with this inquiry.
- ☐ 5. Please note change in caption of this case.
- ☐ 6. Status of case: ☐ Completed ☐ Incomplete

Very truly yours,

J. Edgar Hoover
John Edgar Hoover
Director

Enc.

(Upon removal of classified enclosure, if any,
this transmittal form becomes UNCLASSIFIED.)

Completed forms for FBI cadre attached.

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. E. S. Miller *me* DATE: 11/18/71

FROM : T. J. Smith *TJS* *Buplans. Emergency Headquarters 7201 S.O.G.*

SUBJECT: PERSONNEL DESIGNATED FOR RELOCATION
TO OFFICE OF EMERGENCY PREPAREDNESS
(OEP) SPECIAL FACILITY

Tolson _____
Felt _____
Rosen _____
Mohr _____
Bishop _____
Miller, E.S. _____
Callahan _____
Casper _____
Conrad _____
Dalbey _____
Cleveland _____
Ponder _____
Bates _____
Tavel _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

Staffing of Bureau space at OEP Special Facility
includes the Assistants to the Director and their office
staffs. [redacted]

[redacted] Mr. Rosen as well as [redacted] and
[redacted] of his office will require [redacted]

b6
b7C
b7E

Attached to Mr. Rosen's copy of this memorandum
are three [redacted] forms which should be executed
by Mr. Rosen, [redacted] and [redacted] and returned to
Research Section, Domestic Intelligence Division. [redacted]

b6
b7C
b7E

RECOMMENDATION:

b7E

WPD:ekn *dm*
(7)

- 1 - Mr. Rosen (Enclosures)
- 1 - Mr. Mohr
- 1 - Mr. Callahan
- 1 - Mr. E. S. Miller
- 1 - Mr. T. J. Smith
- 1 - [redacted]

EX-100

b6
b7C

REC-30

ELR

66-17381-3416

15 NOV 29 1971

WPD 61 DEC 3 1971
66-17381

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/clb

Date of Mail 12/3/71

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject

JUNE MAIL -

*Bu Plans - Emergency
Headquarters for S.O.G.*

Removed By

97 DEC 21 1971

File Number

66-17381-3417

Permanent Serial Charge Out

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. E. S. Miller *EMS*

DATE: 12/17/71

FROM : T. J. Smith *TJS*

SUBJECT: DEFENSE PLANS

VITAL RECORDS MAINTAINED AT RELOCATION SITE

Tolson _____
Felt _____
Rosen _____
Mohr _____
Bishop _____
Miller, E.S. _____
Callahan _____
Casper _____
Callahan _____
Conrad _____
Dalbey _____
Cleveland _____
Ponder _____
Bates _____
Tavel _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

In view of the repeal of the Emergency Detention Act, the following records which are maintained at [] should be destroyed: b7E

1) Copy of the Detpro Survey for each field office. This was the plan of each office for apprehending the old Security Index subjects during an emergency. The original of each is still maintained in Bureau files.

2) SAC letters concerning Detpro. This is a small folder of about a dozen letters. The originals are still maintained in Bureau files.

3) Master Search Warrant cards. These are 5 x 8 cards relative to each premise to be searched had the Emergency Detention Act been invoked. The original forms from which these cards were prepared are still maintained in Bureau files.

RECOMMENDATION:

On approval, SAC, [] should destroy above-mentioned records. b7E

66-17381

WPD:glw
(5)

- 1 - SAC, []
- 1 - Mr. E. S. Miller
- 1 - Mr. T. J. Smith
- 1 - []

b6
b7C
b7E

(REC-58)

66-17381-

JAN 14 1972

58 JAN 18 1972

20 JAN 12 1972

UNRECORDED COPY FILED IN 66-17381-1

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/clg

Date of Mail 11/3/72

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL - Bu P Land - Emergency Headquarters
For Seat of Government

Removed By 97 JAN 31 1972

File Number 66-17381-3419

Permanent Serial Charge Out

Federal Bureau of Investigation
Records Branch1/6/ 1972

<input type="checkbox"/>	Name Searching Unit - Room 6527
<input type="checkbox"/>	Service Unit - Room 6524
<input type="checkbox"/>	Forward to File Review
<input type="checkbox"/>	Attention <u>Barnard</u>
<input type="checkbox"/>	Return to <u>712-C-940</u>
	Supervisor Room Ext.

Type of References Requested:

- ☐ Regular Request (Analytical Search)
☒ All References (Subversive & Nonsubversive)
☐ Subversive References Only
☐ Nonsubversive References Only
☐ Main _____ References Only

Type of Search Requested:

- ☐ Restricted to Locality of _____
☐ Exact Name Only (On the Nose)
☐ Buildup ☐ Variations

Subject _____
 Birthdate _____
 Address _____

b6
b7CLocalities D.C.R# _____ Date 1/6Searcher
Initials Sas

Prod. _____

FILE NUMBER

SERIAL

NR
Blaps & Brkds
NR

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED

DATE 03-23-2011 BY 60324 uc baw/sab/clc

Federal Bureau of Investigation
Records Branch1/6/, 1972

<input type="checkbox"/>	Name Searching Unit - Room 6527
<input type="checkbox"/>	Service Unit - Room 6524
<input type="checkbox"/>	Forward to File Review
<input type="checkbox"/>	Attention <u>Barnard</u>
<input type="checkbox"/>	Return to <u>772-C-940</u>
	Supervisor Room Ext.

Type of References Requested:

- ☐ Regular Request (Analytical Search)
☒ All References (Subversive & Nonsubversive)
☐ Subversive References Only
☐ Nonsubversive References Only
☐ Main _____ References Only

Type of Search Requested:

- ☐ Restricted to Locality of _____
☐ Exact Name Only (On the Nose)
☐ Buildup ☐ Variations

Subje

Birth

Address _____

Localities _____

R# _____

Date 1/6Searcher
Initials Sds

Prod. _____

FILE NUMBER

SERIAL

MR
Bldps + Bkds
MR

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 03-23-2011 BY 60324 uc baw/sab/clc

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. E. S. Miller *ESM*

DATE: 1/10/72

FROM : T. J. Smith *TJS*

1 - Mr. J. J. Casper

1 - SAC, [redacted]

1 - Mr. E. S. Miller

1 - Mr. T. J. Smith

1 - [redacted]

SUBJECT: OFFICE OF CIVIL DEFENSE (OCD)
SURVEY OF EMERGENCY OPERATING FACILITIES
BUPLANS

Bureau War Plans Emergency Headquarters

OCD on behalf of Office of the Emergency Preparedness (OEP) is conducting a fallout protection capability survey of emergency operating facilities of Federal departments and agencies.

OEP requests that [redacted]

[redacted] Bureau files contain no record of [redacted] and [redacted] and both have a "Top Secret" security clearance according to OEP security office.

[redacted] and [redacted] will call at [redacted] at 9 a.m. on 1/18/72, for the purpose of this survey.

ACTION:

For information of SAC [redacted]

WPD:smp
(6)

WPD

JAS

PPN

per

EN

66-17381-3421

EX-115 DEC-89

66-17381-136

JAN 10 1972

1972
XEROX
JAN 21 1972

5-WPD

00 JAN 20 1972

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Miller, E.S. _____
Callahan _____
Casper _____
Conrad _____
Dalbey _____
Cleveland _____
Ponder _____
Bates _____
Waikart _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

b6
b7C
b7E

UNRECORDED COPY FILED IN

-07469-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/clg

Date of Mail 2/8/72

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL - BuPlans - Emergency
Headquarters for S.O.A.

Removed By 97FEB24 1972

File Number 66-17381-3422

Permanent Serial Charge Out

47

5-113a ((9-29-65))

Domestic Intelligence Division

INFORMATIVE NOTE

Date February 8, 1972

In 1966 at request Office of Emergency Preparedness (OEP), we furnished the relocation sites of our field offices which was entered in its Resource Data Bank.

By attached letter OEP submitted a printout of that information and asked that it be updated by making minor changes directly on printout. [redacted] OEP, advises that it is sufficient to list any additional sites by name and address.

Letter suggests that we may want to downgrade from "Secret" data relating to our relocation sites.

[redacted] said there will be no problem if we want it to remain "~~Secret~~."

A communication will be prepared for OEP advising we wish data relative to our relocation sites remain "Secret," enumerating relocation sites not on their printout and returning the printout with minor revisions.

WPD:glw

WPD

EM/s
OK
PER
TJS
WBS

b6
b7C

66-17381-3423
ENCLOSURE

~~SECRET~~

ST-106

1 - Mr. Rosen
1 - Mr. E. S. Miller
1 - Mr. T. J. Smith
1 -

b6
b7C

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-23-2011

Date: February 11, 1972

To: Director
Office of Emergency Preparedness
Room 202, Winder Building
Washington, D. C. 20504

Attention:
Chief, Information Systems Division

b6
b7C

From: John Edgar Hoover, Director

Subject: UPDATING READY CATEGORY GEF

718047

Reference is made to the letter of dated February 1, 1972. Attached is the listing of the FBI's field office emergency operating facilities (EOF's) currently carried in your resource data base. Some minor changes have been made directly on it as requested by your office.

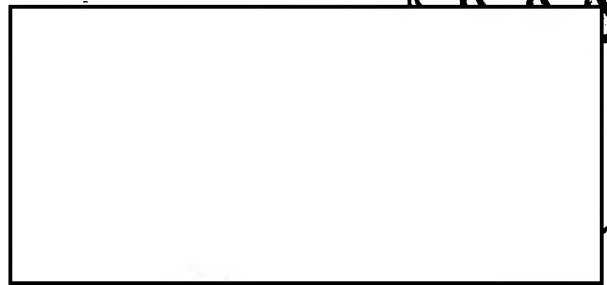
b6
b7C

There follows an additional list of our field offices and their relocation sites which should be added to your resource data base:

Field Office

Alexandria, Virginia

Relocation Site



b7E

Anchorage, Alaska

Mr. Tolson _____
Mr. Felt _____
Mr. Rosen _____
Mr. Mohr _____
Mr. Bishop _____
Mr. Miller, E.S. _____
Mr. Callahan _____
Mr. Casper _____
Mr. Conrad _____
Mr. Dalbey _____
Mr. Cleveland _____
Mr. Ponder _____
Mr. Bates _____
Mr. Waikart _____
Mr. Walters _____
Mr. Soyars _____
Tele. Room _____
Miss Holmes _____
Miss Gandy _____

WPD:glw (7)

SEE NOTE PAGE 2

~~SECRET~~

GROUP 1
Excluded from automatic
downgrading and
declassification

58 FEB 23 1972

MAIL ROOM ☐ TELETYPE UNIT ☐

~~SECRET~~

Director
Office of Emergency Preparedness

Columbia, South Carolina

Honolulu, Hawaii

Jackson, Mississippi

Sacramento, California

San Juan, Puerto Rico

b7E

As you suggest in your letter, we have considered the necessity for classifying data concerning our relocation sites and desire that their classification remain as "~~Secret~~."

Enclosure

NOTE:

The Director approved the foregoing action on a note dated February 8, 1972, which was attached to the incoming. This letter is classified "~~Secret~~" as location of our relocation sites are so classified.

~~SECRET~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/clg

Date of Mail 2129/72

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL - Bu Pland Emergency
Headquarters For S.O. 6.

Removed By 97MAR9 1972

File Number 66-17381-3424

Permanent Serial Charge Out

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 03-23-2011 BY 60324 uc baw/sab/clb

Folson _____
Felt _____
Rosen _____
Mohr _____
Bishop _____
Miller, E. S. _____
Callahan _____
Casper _____
Conrad _____
Dalbey _____
Cleveland _____
Ponder _____
Bates _____
Waikart _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

CAMPBELL

TO : Mr. E. S. Miller

DATE: 3/28/72

FROM : T. J. Smith TJS/ELR

SUBJECT: BUPLANS
EMERGENCY RELOCATION SITE

b7E

The Bureau, as one of the several critical Government agencies, has an emergency communications center in [redacted]

b7E

[redacted] This center is equipped with extremely complex and expensive communications equipment provided the Bureau by the Office of Emergency Preparedness (OEP). This equipment enables the Bureau to communicate directly between our emergency relocation site and the relocation sites of other Government agencies during periods of national emergency. We, of course, have facilities for communicating between our field offices and Legal Attaches in such emergencies independent of the above equipment. on

By letter 3/13/72, the Director advised OEP of our concern that the above equipment, according to a schedule furnished by OEP, would not be completely moved to and installed in the Bureau's new relocation site at [redacted] until 10/31/72. The Director also noted an appreciation for any efforts possible by OEP to speedup the move of the communications center since our operations at [redacted]

b7E

On 3/27/72 SAC [redacted] Supervisor [redacted] [redacted] Bureau Defense Plans Coordinator; [redacted] Communications Section; and technician [redacted] met with the following representatives of OEP and the Defense Communications Agency (DCA) to discuss problems in the move of the emergency communications center to

- ST-114 REC-36 66-17381-3425
- 1 - Mr. Rosen
 - 1 - Mr. Casper, attention [redacted] (sent direct)
 - 1 - Mr. Conrad, attention Mr. Newpher (sent direct)
 - 1 - Mr. Conrad, attention Mr. Bradley (sent direct)
 - 1 - Mr. Waikart, attention Mr. Frank (sent direct)
 - 1 - Mr. E. S. Miller
 - 1 - Mr. T. J. Smith
 - 1 - [redacted]

10 APR 1 1972

RESEARCH SECTION

CONTINUED - OVER

b6
b7C

51 APR 12 1972(9)

61 APR 1 1972

Memorandum to Mr. E. S. Miller

Re: Buplans

Emergency Relocation Site

b7E

[redacted]

b6
b7C

[redacted] relocation site: [redacted] OEP; Lt. Col. [redacted]
[redacted] DCA official; and DCA technicians [redacted]
[redacted] and Lt. Col. [redacted] both indicated a recognition of our concern
and agreed to endeavor to develop a new schedule for moving the sensitive
equipment and operation after further coordinating with telephone authorities
and other interested Government agencies.

It is noted that the classified alternate Bureau relocation site

[redacted] b7E
between the time we [redacted]
[redacted]
relocation site. Also, while the [redacted]
[redacted]

ACTION:

b7E

The move of the emergency communications center to [redacted]
[redacted] relocation site will be closely followed to insure that the Bureau's
interests are protected.

JAS

✓
7
WGC

EM

JMS

R

JS

DJD
JMS

UNITED STATES GOVERNMENT

Memorandum ROUTE IN ENVELOPE

Tolson _____
Felt _____
Campbell _____
Rosen _____
Mohr _____
Bishop _____
Miller, E.S. _____
Callahan _____
Casper _____
Conrad _____
Dalbey _____
Cleveland _____
Ponder _____
Bates _____
Waikart _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. E. S. Miller

DATE: 4/3/72

FROM : W. A. Branigan

J U N E

SUBJECT: DEFENSE PLANS RECORDS AT
BUREAU RELOCATION SITE
ESPIONAGE SECTION

Bureau War Plans Alterate Headquarters

FOR S.O.G.

WM
✓ 100124

Attached hereto for Defense Plans Records, Espionage Section, [redacted] is one copy each, bound in one file cover, of the narrative portions of the Satellite Personnel Intelligence Activities (SATPIA) and Yugoslav Personnel Intelligence Activities (YUPIA) letters pertaining to February, 1972, intelligence activities of the satellite countries and Yugoslavia. The file cover is labeled "Narrative Portions of SATPIA and YUPIA Letters Pertaining to Activities of February, 1972." The attachment should be included with Defense Plans Records, Espionage Section, as instructed in memorandum W. A. Branigan to Mr. C. D. Brennan, captioned as above, dated 12/21/70. Since only the past six months of SATPIA and YUPIA letters are being retained at Quantico, the narrative portions regarding activities for the month of August, 1971, should be destroyed.

b7E

RECOMMENDATION:

That the attached narrative portions covering intelligence activities of the satellite countries and Yugoslavia, which took place in February, 1972, replace the August, 1971, narrative portions of our SATPIA and YUPIA letters at the relocation site, [redacted]

b7E

66-17381

ST 101

- 1 - Training Division
- 1 - Mr. E. S. Miller
- 1 - Mr. W. A. Branigan
- 1 - SAC, [redacted] (Enclosure)
- 1 - Defense Plan Desk
- 1 - Defense Plans Folder (Espionage Section)
- 1 - [redacted]

REC-71

66-17381-3426-100-100

APR 12 1972

RCD:rlc
(8)

RCD HHW

ROUTE IN ENVELOPE

97 APR 14 1972

b6
b7C
b7E

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/clb

Date of Mail 4/25/72

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL! Bu Plans Emergency
Headquarters For S.O.G.

Removed By 97 MAY 24 1972

File Number 66-17381-3427

Permanent Serial Charge Out

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
Felt _____
Campbell _____
Rosen _____
Mohr _____
Bishop _____
Miller, E.S. _____
Callahan _____
Casper _____
Conrad _____
Dalbey _____
Cleveland _____
Ponder _____
Bates _____
Waikart _____
Walters _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. A. J. Decker *THG* DATE: 5/15/72

FROM : T. H. George *THG* b7E

SUBJECT: BUPLANS BUREAU WAR PLANS EMERGENCY
VITAL RECORDS TO HEADQUARTERS FOR S.O.G. *W*

ph
Enclosed for SAC, [] are single cards pertaining to [] and [] as new informants of the Brasilia Office. [] symbol number has been changed to [] symbol has been changed to [] has been permanently assigned the code name of [] and also has change in employment as he have resigned from his present occupation. Card for [] contains a change in employment. [] has been discontinued. Please make appropriate notation for each informant in [] files.

b7D
b7E

ACTION:

It is recommended this memorandum be referred to SAC, [] for appropriate handling. Action taken at [] should be noted on this memorandum.

b7E

Enclosures - 4

THG:emj *emj*
(6)

REC 99

66-17381-3428
20 MAY 18 1972

- 1 - SAC, []
- 1 - Mr. A. J. Decker
- 1 - Mr. []
- 1 - Mr. T. H. George

EX-109

b6
b7C
b7E

- 1 - 64-4123-221 (Legal Attache Informants - [])

b7D

66-17381

b7E

Handled by []
5-16-72 []

UNRECORDED COPY FILED IN

864
27 MAY 24 1972

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/clb

Date of Mail 5/31/72

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL - Bu Plans Emergency
Headquarters For the S.O.G.
97 JUN 14 1972

Removed By

File Number

66-17381-3429

Permanent Serial Charge Out

UNITED STATES GOVERNMENT

Memorandum

1-Mr. Felt
1-Mr. Rosen
1-Mr. Mohr

DATE: 6/14/72

TO : Mr. E. S. Miller

FROM : T. J. Smith

SUBJECT: BUPLANS
EMERGENCY RELOCATION MATTERS

1-Mr. Casner

1-Mr. Marshall

1-Mr. E.S. Miller

1-Mr. T. J. Smith

Mr. Felt
Mr. Mohr
Mr. Rosen
Mr. Bates
Mr. Bishop
Mr. Callahan
Mr. Campbell
Mr. Casper
Mr. Cleveland
Mr. Conrad
Mr. Dalbey
Mr. Marshall
Mr. Miller
Mr. Ponder
Mr. Soyars
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

Letter from the Attorney General dated 5/18/72 called attention to the new concept established by Office of Emergency Preparedness (OEP) Circular 9100.2 of 4/12/72 regarding the relocation of executive complements of Federal agencies during national emergencies in order to assure continuity of essential agency functions.

Our previous plans for national emergencies have provided for the evacuation of top officials and essential staff members when ordered by the President to either the FBI's relocation site ("Secret") at [redacted] or to the classified [redacted] ("Secret") at [redacted].

We are developing plans to establish the new three team concept pursuant to OEP instructions and will furnish them for approval when prepared in detail.

2 JUN 29 1972

The Attorney General asked in his 5/18/72 letter for a discussion on the feasibility of the FBI's sharing its [redacted] relocation site with the Department of Justice relocation team number three, whose size has not yet been determined. Currently, there are plans to relocate about 225 FBI personnel at [redacted] site, which is located in [redacted].

As noted from the above figures, working and living space is available at that site

Enclosure - Sent 6-16-72 edm

JMS:wmc
(10)

CONTINUED - OVER

b6
b7C

Memorandum to Mr. E. S. Miller
RE: BUPLANS
EMERGENCY RELOCATION MATTERS

for at least 30 more individuals without taxing the site's capabilities of sustaining the Bureau's abilities to direct continuance of its essential field operations during a national emergency. Additionally, we may be able to further reduce our relocation personnel at [] when we create another relocation team which will go, when instructed, to the classified []

The Training Division and SAC [REDACTED] have raised no objection as far as space is concerned in sharing the relocation site at [REDACTED] with the Department's number three team. They noted, however, that any arrangements reached for sharing the relocation site must assure proper security of all space at the site. The Files and Communications Division has noted that it would be able to provide a minimum service in communications for Department personnel at the site. It is proposed, of course, that should more extensive communications equipment be required for the Department's relocation team the Department should pay for additional costs incurred.

It is believed that consistent with the above reservations concerning sharing space with Department personnel, we should interpose no objection to such sharing. Results of any discussions with Internal Security Division representatives concerning this matter will be reported promptly and any proposed arrangements will be submitted for approval.

RECOMMENDATIONS:

1. That the attached letter be sent to the Attorney General advising that the Bureau's Defense Coordinator Mr. [REDACTED] and representatives of the Training and Files and Communications Divisions have been instructed to meet with Internal Security Division representatives to work out arrangements for sharing the [REDACTED] relocation site with Department of Justice team number three.

2. That this memorandum be routed to the Training and Files and Communications Divisions for their information and guidance.

~~SECRET~~

1-Mr. Felt
1-Mr. Rosen
1-Mr. Mohr
1-Mr. Casper

The Attorney General

June 16, 1972

Acting Director, FBI

1-Mr. Marshall
1-Mr. E.S. Miller
1-Mr. T.J. Smith
1-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

EMERGENCY RELOCATION PLANS

Your letter requested a meeting with Bureau personnel to discuss the feasibility of sharing our relocation site with the Department of Justice relocation team number three. I interpose no objection to such a sharing provided it can be accomplished in accordance with security requirements and be consistent with this Bureau's capabilities to assist the Department's number three relocation team with communications facilities, working and living quarters, and related support.

I have instructed Bureau Defense Coordinator and other appropriate Bureau personnel to meet as requested with representatives of the Internal Security Division to work out arrangements for the inclusion of your number three relocation team at our relocation site.

1 - Acting Assistant Attorney General
Internal Security Division

SENT FROM D. O.
TIME 2:34 PM
DATE 6-16-72
BY [signature]

NOTE:

See memorandum T.J. Smith to Mr. E.S. Miller 6/14/72 captioned "Buplans, Emergency Relocation Matters," prepared by JMS:wmc. This letter classified "Secret" since the unauthorized disclosure of the existence and location of the FBI's relocation site could reasonably be expected to cause serious damage to national security; that is, such disclosure would result in significant impairment of a program related to national security.

~~SECRET~~

GROUP 1

Excluded from automatic
downgrading and
declassification

5:8 JUN 12 1972
MAIL ROOM ☐ TELETYPE UNIT ☐

Felt _____
Mohr _____
Rosen _____
Bates _____
Bishop _____
Callahan _____
Campbell _____
Casper _____
Cleveland _____
Conrad _____
Dalbey _____
Marshall _____
Miller, E.S. _____
Ponder _____
Soyars _____
Walters _____
Tele. Room _____
Mr. Kinley _____
Mr. Armstrong _____
Ms. Herwig _____
Mrs. Neenan _____

UNITED STATES GOVERNMENT

Memorandum ROUTE IN ENVELOPE

TO : W. A. Branigan

DATE: 6/19/72

FROM : L. Whitson *Bureau WAR PLANS-*

SUBJECT: *Emergency HEADQUARTERS FOR*
BUPLANS - VITAL RECORDS TO *F.B.I. H Q*

Attached for SAC, [redacted] is a list captioned
"Soviet, Satellite and Cuban Personnel, Chicago, WFO,
New York and San Francisco 6/1/72." This should be filed
in the Prodip folder and the list for May should be
destroyed.

- 1 - [redacted] (Enclosure)
- 1 - [redacted]
- 1 - W. A. Branigan
- 1 - L. Whitson

LW:dld
(5)

FOR S.O.M.

BuplANS - Emergency HEADQUARTERS FOR F.B.I.

EX-112 REC-47

66-17381-3432

16 JUL 6 1972

*BuplANS - Emergency HEADQUARTERS FOR
FEDERAL BUREAU OF INVESTIGATION HEADQUARTERS*

ROUTE IN ENVELOPE

97 JUL 13 1972

Felt _____
Mohr _____
Rosen _____
Bates _____
Bishop _____
Callahan _____
Campbell _____
Casper _____
Cleveland _____
Conrad _____
Dalbey _____
Miller, E.S. _____
Ponder _____
Soyars _____
Waikart _____
Walters _____
Tele. Room _____
Mr. Kinley _____
Mr. Armstrong b7E _____
Ms. Herwig _____
Mrs. Neenan _____

b7E

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

Date of Mail 7/3/72

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL - Bu Plans - Emergency
Headquarters. For FBI H.O.
97 JUL 27 1972

Removed By

File Number

66-17381-3433

Permanent Serial Charge Out

~~CONFIDENTIAL~~

.1 - []

b6
b7C

Supplam - Emergency Evac - July 13, 1972
Quarters for S.O.C.

~~JOINT EMERGENCY EVACUATION PLAN (JEEP)~~

Enclosed JEEP badge issued by the Office of Emergency Preparedness (OEP) for the late Mr. J. Edgar Hoover is being returned. Also enclosed are OEP Special Facility badges of James B. Adams, Joseph A. Sizoo, John P. Mohr, [] and Helen W. Gandy who, in addition to Mr. Hoover and former Associate Director Clyde A. Tolson, should be deleted from the list of personnel of this Bureau designated for relocation at the OEP Special Facility. Mr. Tolson's JEEP badge will be forthcoming.

b6
b7C

A request is submitted herewith for preparation of a [] for Mr. L. Patrick Gray, III, Acting Director, FBI, and for his inclusion in this Bureau's personnel listed for relocation at your Special Facility.

Enclosures - 6

1 - Mr. John Gallagher
Chief, Security Branch
Office of Emergency Preparedness

JMS:ebc
(5) *ebc*

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-23-2011

NOTE:

This LHM is classified "Confidential" since all references to OEP Special Facility are so classified. This confirms oral request previously made of [] for Mr. Gray based on his previous [] issued to him while serving as an Assistant Attorney General. That [] by Joseph Wysolmerski, Department of Justice Emergency Coordinator.

~~CONFIDENTIAL~~ REG 758

GROUP 1
Excluded from automatic
downgrading and
declassification

66 173 81-3434

JUL 17 1972

b7E

MAIL ROOM 1972 TELETYPE UNIT []

58 AUG 4

- Felt
- Bates
- Bishop
- Callahan
- Campbell
- Cleveland
- Conrad
- Dalbey
- Jenkins
- Marshall
- Miller, E.S.
- Ponder
- Soyars
- Walters
- Tele. Room
- Mr. Kinley
- Mr. Armstrong
- Ms. Herwig
- Mrs. Neenan

UNITED STATES GOVERNMENT

fw
Memorandum

TO : Mr. E. S. Miller *ms*

DATE: 7/21/72

FROM : T. J. Smith *TJS*

SUBJECT: SPECIAL PASSES FOR RELOCATION TO
OFFICE OF EMERGENCY PREPAREDNESS
SPECIAL FACILITY

Felt _____
Bates _____
Bishop _____
Callahan _____
Campbell _____
Cleveland _____
Conrad _____
Dalbey _____
Jenkins _____
Marshall _____
Miller, E.S. *ms*
Ponder _____
Soyars _____
Walters _____
Tele. Room _____
Mr. Kinley _____
Mr. Armstrong _____
Ms. Herwig _____
Mrs. Neenan _____

0 Budpane E.B.T. Ho.

b7E

b6
b7C
b7E

It is noted that [redacted] in Mr. Gray's Office
is already in possession of [redacted] for the OEP Special Facility.

RECOMMENDATION:

ST-105

66-17381-34310

b6
b7C
b7E

JMS:wmc *wmc*
(9)

7 JUL 27 1972 *JMS*

- 1 - Mr. Kinley (Enclosure)
- 1 - [redacted] (Enclosure)
- 1 - Mr. Armstrong (Enclosure)
- 1 - [redacted] (Enclosure)
- 1 - Mr. Callahan
- 1 - Mr. E.S. Miller
- 1 - Mr. T.J. Smith
- 1 - [redacted]

62 AUG 10 1972 *F488*

66-17381

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/clg

Date of Mail 7/26/72

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL- Bu Plans- Emergency Head-
quarters For F.B.I. H.Q.
Removed By 97 AUG 8 1972
File Number 66-17381-3437

Permanent Serial Charge Out

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. E. S. Miller

FROM : T. J. Smith

SUBJECT: KEY FACILITIES LIST (KFL)
(VITAL RECORDS AT [redacted])

1-Mr. E.S. [redacted]
1-Mr. T.J. Smith

DATE: 7/27/72

1-Mr. Floyd (Enclosures-2)
1-Mr. Jenkins
1 [redacted] (Enclosures-2)

Felt _____
Bates _____
Bishop _____
Callahan _____
Campbell _____
Cleveland _____
Conrad _____
Dalbey _____
Jenkins _____
Marshall _____
Miller, E.S. _____
Ponder _____
Soyars _____
Walters _____
Tele. Room _____
Mr. Kinley _____
Mr. Armstrong _____
Ms. Herwig _____
Mrs. Neenan _____

b6
b7C
b7E

Defense Plans

The Department of Defense has furnished three copies each of revised KFL entitled "Industrial Facilities Alphabetical" and "Industrial Facilities Geographical," designated "T" edition, which are being distributed as follows:

- 1 each [redacted] (Buplans records repository)
- 1 each - New Left Individuals Unit
- 1 each - Special Records and Related Research Unit

b7E

Recipients should note KFL is classified "Secret" and afford it appropriate security. Obsolete copies of KFL should be destroyed by burning or by equally competent method of destruction in the presence of appropriate personnel designated for such purposes.

ACTION:

This memorandum and enclosures should be forwarded to [redacted] for filing with vital records stored at relocation site for emergency use. A notation should be made on this memorandum when above described action has been completed.

b7E

Enclosures - 2

100-357297

JMS:wmc
(6)

66-17381-
NOT RECORDED
191 AUG 10 1972

Em/ural

Handled by

[redacted]

16 AUG 10 1972
15/11
Per.

b7E

5-Jms

70 AUG 16 1972

ORIGINAL FILED IN 100-357297-5

UNITED STATES GOVERNMENT

Memorandum

Felt _____
Baker _____
Bates _____
Bishop _____
Callahan _____
Cleveland _____
Conrad _____
Dalbey _____
Jenkins _____
Marshall _____
Miller E.S. _____
Ponder _____
Soyars _____
Walters _____
Tele. Room _____
Mr. Kinley _____
Mr. Armstrong _____
Ms. Herwig _____
Mrs. Neenan _____

TO : Mr. A. J. Decker

DATE: 8/17/72

FROM : R. T. Castonguay

SUBJECT: BUPLANS
VITAL RECORDS TO [REDACTED]

For the information of [REDACTED] [REDACTED]
[REDACTED] have been discontinued.
Please make appropriate notation in [REDACTED] files.

ACTION:

It is recommended this memorandum be referred
to Assistant Director Thomas J. Jenkins at [REDACTED] for
appropriate handling. Action taken at [REDACTED] should
be noted on this memorandum.

RTC:emj
(6)

1 - 64-4123-221 (Legal Attache Informants - [REDACTED])

66-17381

1 - Mr. T. J. Jenkins
1 - Mr. A. J. Decker
1 - [REDACTED]
1 - Mr. R. T. Castonguay

b6
b7C

ST-106

Handled at [REDACTED]

REC-5 66-17381-3439

10 AUG 24 1972

58 AUG 29 1972

UNRECORDED COPY FILED IN

64-4123-221

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/clb

Date of Mail 8-29-72

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL - BuPlans - Emergency
Headquarters For F.B.I.H.O.

Removed By

97SEP 25 1972

File Number

66-17381- 3440

Permanent Serial Charge Out

b7E

SAC,

9-27-72

Acting Director, FBI

BUREAU WAR PLANS -

BUPLANS - EMERGENCY HEADQUARTERS FOR F.B.I.H.Q.

Reference is made to Bureau letter dated July 31, 1958, in which certain information concerning the Special Agents Insurance Fund and the Charles S. Ross Fund was set out. Since these records are maintained at in accordance with Bureau instructions, this information is being directed to you for inclusion in the confidential records repository. There is contained herein a listing of all Bonds purchased for the Special Agents Insurance Fund and the Charles S. Ross Fund.

b7E

As of the close of business August 31, 1972, the Special Agents Insurance Fund maintained the following accounts:

<u>BANK</u>	<u>BOOK NUMBER</u>	<u>AMOUNT</u>
Alexandria National Bank	01-1-102756	\$ 15,839.77
American Federal Savings & Loan	1-027982-8	20,457.32
American Security & Trust Company	04-953-19-786	20,273.24
Arlington Trust Company	338677	16,662.12
Capital City Federal Savings & Loan	63-06255-8	20,837.73
Columbia Federal Savings & Loan	31-001999-00	21,257.58
District of Columbia National Bank	850-479-2	6,712.84
Eastern Federal Savings & Loan	11-23454	21,013.24
Enterprise Federal Savings & Loan	S-7749	1,709.82
Equitable Savings & Loan	S-64156	6,087.46
First Federal Savings & Loan	11-154744-0	2,456.33
Home Federal Savings & Loan	2454-6	20,667.27
Interstate Building Assn.	154-0134-6	20,536.98
Jefferson Federal Savings & Loan	040761-5	19,778.56
Liberty Savings & Loan	S-11715	21,393.86
Metropolis Building Assn.	8683	11,622.36
National Bank of Washington	4-027-47-7	1,850.53
National Permanent Savings & Loan	38-470-4	21,514.21
Northwestern Federal Savings & Loan	S-21175-5	20,828.37
Oriental Building Assn.	58926	21,515.93
Perpetual Building Assn.	122-1287-4	21,736.56
Prudential Building Assn.	12415	19,892.69
Riggs National Bank	02-194-558	21,340.95
Suburban Trust Company - Bowie Branch	68-02146	15,668.14
Union Trust Company	02-214-334	16,436.33
Washington Permanent Savings & Loan	34-273-4	21,998.28

1 - Mr. Dunphy

CMB

EX-114 REC-67
SEP 28 1972
66-17381-3441
TOTAL \$430,088.47

57 OCT 5 1972

MAIL ROOM ☐ TELETYPE UNIT ☐

MAILED 7
SEP 27 1972
FBI

Felt _____
Baker _____
Bates _____
Bishop _____
Callahan _____
Cleveland _____
Conrad _____
Dalbey _____
Jenkins _____
Marshall _____
Miller, E.S. _____
Ponder _____
Soyars _____
Walters _____
Tele. Room _____
Mr. Kinley _____
Mr. Armstrong _____
Ms. Herwig _____
Mrs. Neenan _____

Letter to SAC,
Re: Buplans

b7E

BONDS - SPECIAL AGENTS INSURANCE FUND

<u>DATE</u>	<u>SERIES</u>	<u>BOND NUMBER</u>	<u>FACE VALUE</u>
10/59	H	M3723157H	\$ 1,000.00
10/59	H	M3723156H	1,000.00
10/59	H	V501736H	5,000.00
10/59	H	V501737H	5,000.00
10/59	H	V501738H	5,000.00
10/59	H	V501739H	5,000.00
10/59	H	V501740H	5,000.00
2/68	E	X3057265E	10,000.00
2/68	E	X3057274E	10,000.00
2/68	E	X3057275E	10,000.00
2/68	E	M89829715E	1,000.00
2/68	E	M89829716E	1,000.00
2/68	E	M89829717E	1,000.00
2/68	E	C488004055E	100.00
2/68	E	C488004056E	100.00
2/68	E	C488004057E	100.00
2/68	E	Q2320626960E	25.00
12/68	E	X3057336E	10,000.00
12/68	E	X3057337E	10,000.00
12/68	E	X3057338E	10,000.00
12/68	E	X3057339E	10,000.00
12/68	E	X3057340E	10,000.00
12/68	E	X3057341E	10,000.00
12/68	E	M90770944E	1,000.00
12/68	E	R41313191E	200.00
12/68	E	C496179779E	100.64
12/68	E	Q2386343783E	25.16
TOTAL			\$121,650.80

All Special Agents were members of the Special Agents Insurance Fund at the close of business August 31, 1972.

Letter to SAC,
Re: Buplans

b7E

As of the close of business August 31, 1972, the Charles S. Ross Fund maintained the following accounts:

<u>BANK</u>	<u>BOOK NUMBER</u>	<u>AMOUNT</u>
Enterprise Federal Savings & Loan Association	S-15-228	\$ 2,984.86
Washington Permanent Savings & Loan Association	46-742-1	<u>3,482.96</u>
	TOTAL	\$ 6,467.82

<u>DATE</u>	<u>SERIES</u>	<u>BOND NUMBER</u>	<u>FACE VALUE</u>
11/63	E	X3005929E	\$10,000.00
11/63	E	X3005930E	10,000.00
11/63	E	M86065022E	1,000.00
11/63	E	M86065023E	1,000.00
11/63	E	M86065024E	1,000.00
11/63	E	M86065025E	1,000.00
11/63	E	M86065026E	1,000.00
11/63	E	M86065027E	1,000.00
11/63	E	M86065028E	1,000.00
11/63	E	M86065029E	1,000.00
11/63	E	R35921906E	200.00
11/63	E	R35921907E	200.00
11/63	E	L618921427E	50.00
12/63	E	X3015266E	10,000.00
12/63	E	X3005545E	10,000.00
12/63	E	M86065052E	1,000.00
12/63	E	D86278226E	500.00
12/63	E	C441106533E	100.00
3/64	E	M86357937E	1,000.00
3/64	E	M86357938E	1,000.00
3/64	E	M86357939E	1,000.00
3/64	E	M86357940E	1,000.00
3/64	E	M86357941E	1,000.00
3/64	E	M86357942E	1,000.00
3/64	E	M86357943E	1,000.00
3/64	E	M86357944E	1,000.00
3/64	E	M86357945E	1,000.00
3/64	E	L625189216E	<u>50.00</u>
		TOTAL	\$59,100.00

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

Date of Mail 9-21-72

Has been removed and placed in the Special File Room of Records Branch.

See File 66-2554-7530 for authority.

Subject JUNE MAIL - Defense Plans - Emergency
Headquarters for F.B.I. H.Q.

Removed By 97 OCT 13 1972

File Number 66-17381-3442

Permanent Serial Charge Out

1 - Mr. Newpher
1 - Mr. Cross

Assistant Director, [REDACTED]

December 13, 1972

For the Acting Director, FBI (66-629) - PERSONAL ATTENTION
W. Mark Felt
Acting Associate Director 66-17381-

b7E

BUREAU CODES - [REDACTED]

Pursuant to your request, each employee named
below is authorized for: access to [REDACTED]

b7E

[REDACTED]

b6
b7C

Please afford any necessary training promptly.
Advise when employees fully qualified in applicable
cryptosystems and thoroughly familiar with following
manuals:

[REDACTED]

b7E

If employee's performance suggests advisability,
at some future date, of denying access to [REDACTED]
[REDACTED] submit details to FBIHQ along with
your personal recommendations.

b7E

ADDENDUM FOR YELLOW:

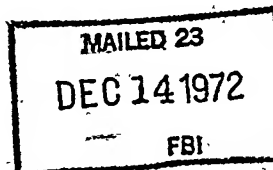
Personnel files of above-named employees reviewed
by SA Francis J. Cross 12/12/72 and satisfactory. It is to
be noted that above-named employees are being trained for
Bureau Emergency War plans.

1 - Personnel file of above-named employees.

FJC:spj/pl
(10)

Felt _____
Baker _____
Callahan _____
Cleveland _____
Conrad _____
Dalbey _____
Gebhardt _____
Jenkins _____
Marshall _____
Miller, E.S. _____
Purvis _____
Soyars _____
Walters _____
Tele. Room _____
Mr. Kinley _____
Mr. Armstrong _____
Ms. Herwig _____
Mrs. Neenan _____

DEC 21 1972



MAIL ROOM ☒ TELETYPE UNIT ☐

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI ~~(66-619)~~ Attention: FBI Annex

DATE: 12/7/72

FROM : SAC, Assistant Director, [redacted] ~~(66-619)~~

b7E

SUBJECT: BUREAU CODES

BuPlans

F.B.I. Hq.

Bureau requested to authorize

[redacted]

b6
b7C

for the following:

☒

[redacted]

☐

[redacted]

☐

Receipt of combination to container housing keying materials

☒

[redacted]

☒

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 03-23-2011 BY 60324 uc baw/sab/clc

b7E

Purpose of request: To permit the above personnel to be trained as operators for BuPlans communications equipment.

Bureau Emergency Warplans.

[Signature]

ReBulet:

Following employees are thoroughly familiar with appropriate manuals and (if operators) are fully qualified in the operation of cryptosystems for which authorized:

Let to [redacted]
FSC: [redacted]
12/13/72

66-17381-

NOT RECORDED

12 DEC 11 1972

14

b7E

Bureau requested to delete following employees from cryptoaccess list for reasons shown:

1 cc detached
d/c 12/13/72
[Signature]

CRYPTO SECT.



FBI Headquarters
Executive Team 1*

A. Official in Charge and Staff (9)

L. Patrick Gray, III
Acting Director

David D. Kinley
Executive Assistant

[REDACTED]
Administrative Assistant

[REDACTED]
Special Assistant

[REDACTED]
Staff Assistant

[REDACTED]
Administrative Assistant

David W. Bowers
Congressional Services Office

Jack E. Herington
Press Services Office

John A. Mintz
Office of Legal Counsel

B. Division Officials (9)

Assistant Director Fletcher D. Thompson
Identification Division

Assistant Director Nicholas P. Callahan
Administrative Division

Assistant Director John W. Marshall
Files and Communications Division

Assistant Director Edward S. Miller
Intelligence Division

* Also-known as [REDACTED]

b7E

Assistant Director Robert E. Gebhardt
General Investigative Division

Assistant Director Ivan W. Conrad
Laboratory Division

Assistant Director William V. Cleveland
Special Investigative Division

Assistant Director William B. Soyars
Computer Systems Division

Assistant Director Richard J. Baker
Office of Planning and Evaluation

(Total 18)

- C. Team 1 will be supported by essential supervisory, stenographic, clerical, administrative, and communications personnel while it is operational at FBI Headquarters. Additional such personnel will be available on a more limited scale for Team 1 should it be relocated in toto or in part to relocation sites either at the [REDACTED]

b7E

Executive Team 2 - OEP Special Facility*

A. Official in Charge and Staff (4)

W. Mark Felt
Acting Associate Director

Inspector Wason G. Campbell
Inspector Harold N. Bassett

[Redacted]

B. Division Officials and Staffs (7)

1. Intelligence Division

Inspector Donald E. Moore
Section Chief William A. Branigan - CI - 1
Section Chief Robert L. Shackelford - IS - 2
Liaison Agent L. F. Schwartz - CI - 4
Liaison Agent with OEP - J. F. Miller - IS - 3

2 Secretaries:

[Redacted]

2. General Investigative Division (1)

Inspector Richard J. Gallagher

3. Laboratory Division (1)

Section Chief Bell P. Herndon

4. Special Investigative Division (1)

Inspector [Redacted]

5. Secretary for Latter Three Officials (1)

I [Redacted]

C. Space for Acting Director Gray and 3 of his office staff reserved at OEP Special Facility for his possible relocation there. (4)

(Total 19)

* Also known as [Redacted]

b7E

b7E

Executive Team 3 - [REDACTED]

A. Official in Charge and Staff (2)✓

Assistant Director Leonard M. Walters
Inspection Division

[REDACTED]

Administrative Assistant

B. Divisional Officials and Staffs

1. Identification Division (2)✓

[REDACTED] Fingerprint Technician
[REDACTED], Fingerprint Technician

2. Training Division (8)✓

Assistant Director Thomas J. Jenkins
[REDACTED] Administrative Assistant
[REDACTED] Buplans Officer
[REDACTED] Chief Clerk
[REDACTED] Radio Technician
[REDACTED] Radio Technician
* Ronald W. Witzel Engineering Officer
[REDACTED] Nurse

b6
b7C

3. Administrative Division (7)✓

Inspector Eugene W. Walsh
[REDACTED] Section Chief
Thomas J. Feeney, Personnel Officer
[REDACTED] Property Management Assistant
Daniel J. Green, Budget Assistant
[REDACTED] Administrative Assistant
[REDACTED] Secretary

* Also known as [REDACTED]

b7E

4. Files and Communications Division

(37)✓

Inspector [redacted]

[redacted], Records Branch Chief
[redacted], Communications Manager

1 Secretary

10 Records Branch key personnel

18 Teletype operators

5 Telephone operators

5. Intelligence Division

(66)✓

Front Office

Inspector W. Raymond Wannall

Chief, Internal Security Branch (IS)

[redacted], Secretary

IS - 1

[redacted] Section Chief

Joseph G. Deegan, #1 Man

William H. Atkinson, Supervisor in Charge (SIC)

Arthur B. Fulton (SIC)

[redacted] Secretary

[redacted] Secretary

[redacted] Clerk

IS - 2

[redacted] #1 Man

[redacted] SIC

[redacted] SIC

W. Hammond Floyd, SIC

Fred B. Griffith, SIC

Thomas J. McNiff, SIC

Edward P. Grigalus, SIC

Seymor F. Phillips, SIC

[redacted] Secretary

[redacted] Secretary

[redacted] Secretary

[redacted] Clerk

[redacted] Clerk

[redacted] Clerk

[redacted] Clerk

[redacted] Clerk

b6
b7C

IS - 3

Thomas J. Smith, Section Chief

[redacted] SIC

[redacted] Secretary

[redacted] Clerk

[redacted] Clerk

CI - 1

Eugene C. Peterson, #1 Man

Fred J. Cassidy, SIC

[redacted] Supervisor

[redacted] Supervisor

[redacted] Supervisor

[redacted] Supervisor

Wilfred R. Schlarman, Supervisor

[redacted] Supervisor

[redacted] Secretary

[redacted] Secretary

[redacted] Clerk

[redacted] Clerk

[redacted] Clerk

CI - 2

William O. Cregar, Section Chief

[redacted] SIC

Howard H. Wallace, SIC

[redacted] Secretary

[redacted] Secretary

CI - 3

Forrest S. Putman, Section Chief

Daniel F. X. Callahan, #1 Man

[redacted] SIC

Lionel E. Belanger, SIC

[redacted] SIC

Vinicio H. Nasca, SIC

[redacted] Supervisor

[redacted] Supervisor

[redacted] Supervisor

[redacted] Secretary

[redacted] Secretary

[redacted] Secretary

[redacted] Secretary

[redacted] Clerk

[redacted] Clerk

[redacted] Clerk

b6
b7C

CI - 4

[redacted] #1 Man
[redacted], SIC

6. General Investigative Division

(4)✓

Richard F. Bates, Section Chief
Richard C. Long, Section Chief
Clement L. McGowan, Section Chief
[redacted] Secretary

7. Laboratory Division

(19)✓

Inspector Briggs J. White
Wayne W. Bradley, Section Chief
Marion E. Williams, Section Chief
[redacted] SIC
James C. Cadigan, SIC
Joseph L. Gormley, SIC
[redacted] SIC
John F. Gallagher, SIC
Joseph L. Perritte, SIC
[redacted] Supervisor
[redacted] Supervisor
[redacted] Supervisor
James T. Freeman, Supervisor
[redacted] Supervisor
[redacted] Translator
[redacted] Translator
[redacted] Translator
[redacted] Secretary
[redacted] Secretary

b6
b7C

8. Special Investigative Division

(3)✓

Lorenz H. Martin, Section Chief
Julian B. Engelstad, Section Chief
[redacted] Secretary

9. Inspection Division

(1)✓

Inspector Karl L. Brouse

10. Computer Systems Division

(3)✓

Maurice F. Row, Section Chief
[redacted] Supervisory Clerk (Voucher Matters)
[redacted] Supervisory Clerk (Payroll Matters)

11. Office of Planning and Evaluation

(2)✓

Inspector Sterling B. Donahoe

[redacted], Secretary

12. Office of Legal Counsel

(1)✓

[redacted]

13. Press Services Office

(1)✓

James C. Farrington

14. Congressional Services Office

(1)✓

[redacted]

15.

[redacted]

1 [redacted] Liaison Officer

1 Secretary

(2)✓
Total 159
+ 18
177
b7E

C. Space for Team 1 reserved at [redacted] site + (18)
for possible relocation there in whole or
in part.

(Total 177)

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/clb

Mr. Felt _____
Mr. Baker _____
Mr. Callahan _____
Mr. Cleveland _____
Mr. Conrad _____
Mr. Gebhardt _____
Mr. Jenkins _____
Mr. Marshall _____
Mr. Miller, E.S. _____
Mr. Soyars _____
Mr. Thompson _____
Mr. Walters _____
Tele. Room _____
Mr. Kinley _____
Mr. Armstrong _____
Mr. Bowers _____
Mr. Herington _____
Ms. Herwig _____
Mr. Mintz _____
Mrs. Neenan _____

TO : Mr. E. S. Miller

DATE: 3/21/73

FROM : T. J. Smith

SUBJECT: BUPLANS
EMERGENCY RELOCATION MATTERS

This memorandum recommends approval of lists of FBI

Headquarters Teams [REDACTED]

created under the guidelines of Office of Emergency Preparedness (OEP) Circular 9100.2 to provide three Executive Teams that would assure continuity of essential functions of the FBI during national emergency conditions. The Teams have been prepared with the assistance and concurrence of all Headquarters divisions.

b7E

Essential functions to be carried out by the Teams have been included at the request of OEP in the attached letters which forward the Team lists to the Department of Justice and to OEP.

Enclosures ^{AAG} sent 3-22-73 /cm

CONTINUED - OVER

JMS:glw
(22)

1 - Mr. Kinley

1 - Mr. Felt

1 - Mr. Baker

1 - Mr. Callahan

1 - Mr. Cleveland

1 - Mr. Conrad

1 - Mr. Gebhardt

1 - Mr. Jenkins

1 - Mr. Marshall

1 - Mr. Soyars

1 - Mr. Thompson

1 - Mr. Walters

1 - Mr. E. S. Miller

1 - Mr. Boynton

1 - Mr. Branigan

1 - Mr. Cregar

1 - Mr. G. C. Moore

1 - Mr. Putman

1 - Mr. Shackelford

1 - Mr. T. J. Smith

1 - [REDACTED]

b6
b7C

3 ENCLOSURE

EX-111

REC-3

55 APR 18 1973

11 MAR 23 1973

ENCLOSURE ATTACHED

PERS. REC. UNIT

Memorandum to Mr. E. S. Miller
Re: Buplans
Emergency Relocation Matters

RECOMMENDATIONS:

1. That the proposed FBI Teams 1, 2, and 3 be approved.

2. That the attached letters with lists of FBI Teams 1, 2, and 3 be sent to the Assistant Attorney General, Internal Security Division, and to the Acting Assistant Director for Government Preparedness, OEP.

OK
7

WGC

EM/wrad
JMS

1 - Mr. Kinley
1 - Mr. Felt
1 - Mr. Baker
1 - Mr. Callahan

1 - Mr. Cleveland
1 - Mr. Conrad
1 - Mr. Gebhardt
1 - Mr. Jenkins

1 - Mr. Boynton
1 - Mr. Branigan
1 - Mr. Cregar
1 - Mr. G. C. Moore

Assistant Attorney General
Internal Security Division

Acting Director, FBI

1 - Mr. Marshall
1 - Mr. Soyars
1 - Mr. Thompson
1 - Mr. Walters
1 - Mr. E. S. Miller

March 22, 1973

1 - Mr. Putman
1 - Mr. Shackelford
1 - Mr. T. J. Smith

**CONTINUITY OF THE EXECUTIVE BRANCH
OF THE FEDERAL GOVERNMENT**

BUREAU PLANS

HEADQUARTERS FOR

Reference is made to Office of Emergency Preparedness (OEP) Circular 9100.2, which sets forth guidelines for the creation of three Executive Teams to assure continuity of essential functions of Federal agencies under emergency conditions.

Attached for your information are lists for FBI Headquarters



Essential functions to be performed by the three Executive Teams include:



Mr. Felt _____
Mr. Baker _____
Mr. Callahan _____
Mr. Cleveland _____
Mr. Conrad _____
Mr. Gebhardt _____
Mr. Jenkins _____
Mr. Marshall _____
Mr. Miller, E.S. _____
Mr. Soyars _____
Mr. Thompson _____
Mr. Walters _____
Tele. Room _____
Mr. Kinley _____
Mr. Armstrong _____
Mr. Bowers _____
Mr. Herington _____
Ms. Herwig _____
Mr. Mintz _____
Mrs. Neenan _____

Enclosures - 3

JMS:glw (24)

55 MAR 30 1973

MAIL ROOM ☒

TELETYPE UNIT ☐

SEE NOTE PAGE 2

15 MAR 23 1973

Assistant Attorney General
Internal Security Division

NOTE:

See memorandum T. J. Smith to Mr. E. S. Miller, dated
3/21/73, captioned "Buplans, Emergency Relocation Matters."

1 - Mr. Kinley
1 - Mr. Felt
1 - Mr. Baker
1 - Mr. Callahan
1 - Mr. Cleveland
1 - Mr. Conrad
1 - Mr. Gebhardt
1 - Mr. Jenkins

1 - Mr. Marshall
1 - Mr. Soyars
1 - Mr. Thompson
1 - Mr. Walters
1 - Mr. E. S. Miller
1 - Mr. Boynton
1 - Mr. Branigan
1 - Mr. Cregar

1 - Mr. G. C. Moore
1 - Mr. Putman
1 -
1 - Mr. T. J. Smith
1 -
b6
b7C

BY LIAISON

Date: March 22, 1973

To:

ROLLANS - EMERGENCY
HEADQUARTERS FOR F.E.T.H.G.
Acting Assistant Director for Government Preparedness
Office of Emergency Preparedness
Room 304
Executive Office Building Annex
Washington, D. C.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/clb

From: L. Patrick Gray, III, Acting Director

Subject: ~~CONTINUITY OF THE EXECUTIVE BRANCH~~
OF THE FEDERAL GOVERNMENT

Reference is made to Office of Emergency Preparedness (OEP) Circular 9100.2, which sets forth guidelines for the creation of three Executive Teams to assure continuity of essential functions of Federal agencies under emergency conditions.

Attached for your information are lists for FBI Headquarters

[Redacted Box]

Essential functions to be performed by the three Executive Teams include:

REC-3 66-17381-3445

[Redacted Box]

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Mr. Herwig
Mr. Mintz
Mrs. Neenan

JMS:glw

MAIL ROOM ☒

TELETYPE UNIT ☐

SEE NOTE PAGE 2

Em/waw

JMS

**Acting Assistant Director for Government Preparedness
Office of Emergency Preparedness**

3) Response to specific requests from top Government officials and agencies for FBI information related to numerous internal security matters.

4) Direction and coordination of investigations into those criminal matters requiring close attention during emergency conditions.

5) Determination of FBI resources available during an emergency period and assignment of such resources to assure continuity of FBI essential functions.

Enclosures - 3

NOTE:

See memorandum T. J. Smith to Mr. E. S. Miller, dated 3/21/73, captioned "Buplans, Emergency Relocation Matters."

BUPLANS - EMERGENCY HEADQUARTERS FOR S.D.G.

66-17381

SUBJECT

FILE NO:

FOLLOWING SERIALS REMOVED FROM FILE AND
DESTROYED IN ACCORDANCE WITH AUTHORITY
CONTAINED IN 66-17380-1717

3211 thru 3218

3221

3223 thru 3233

3236

3238 thru 3243

3245 thru 3247

3249 thru 3255

3257 thru 3274

3276 thru 3295

3297 thru 3321

3323 thru 3330

3334

3336 thru 3341

3343 thru 3344

10/13/69 #10

DATE _____

INITIALS _____

BULPHANS - EMERGENCY HEADQUARTERS FOR S. O. G. 66-17381

SUBJECT

FILE NO.

FOLLOWING SERIALS REMOVED FROM FILE AND
DESTROYED IN ACCORDANCE WITH AUTHORITY
CONTAINED IN 66-17380-1717

3345 thru 3347
3350 thru 3352
3354 thru 3368

10/14/69 #10

DATE _____

INITIALS _____